ORDER

8100.8

DESIGNEE MANAGEMENT HANDBOOK

November 20, 1998

With Change 1 Incorporated

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

Distribution: A-W (IR/FS/VN) -3; A-X (CD/FS) -3; A-FFS-5,7 (MAX); A-FAC-3, 4 (STD); AMA-220; AMA-250 (500 copies) AFS-600 (3 copies); AVR-20 (ALL); AEU-100/200; A-FDR-1D; FDR-2

Initiated By: AIR-100/200

RECORD OF CHANGES

DIRECTIVE NO. **8100.8**

CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL	CHANGE TO BASIC	SUPPLEMENTS			OPTIONAL
CHG 1				Dated 4/28/00					

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CHANGE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

8100.8 CHG 1

SUBJ: DESIGNEE MANAGEMENT HANDBOOK 4/28/00

1. PURPOSE. This change is issued to make clarifications and data updates to the Designee Management Handbook. The information provided in this change is the result of an effort to maintain handbook currency until the next revision is issued.

2. DISTRIBUTION. This order is distributed to the Washington headquarters branch levels of the Aircraft Certification Service, Flight Standards Service, and the Regulatory Support Division; to the Aviation System Standards Office; to the branch level in the Aircraft Certification Offices; to all Manufacturing Inspection District and Satellite Offices; to all Flight Standards District Offices; to the Aircraft Certification Branch and Flight Standards Branch at the FAA Academy; to the Brussels Aircraft Certification Staff and Flight Standards Staff; to applicable Representatives of the Administrator; and to all International Field Offices.

3. EXPLANATION OF CHANGES. The information contained in Chapter 8 was updated to address policy relative to the maintenance designee's expansion, authority, and transfer requests; function codes and descriptions, and to incorporate other minor policy changes. In addition to the changes in Chapter 8, several engineering charts, manufacturing designee function codes and descriptions, and sample letters were corrected. An engineering chart was also missing and therefore added.

4. DISPOSITION OF TRANSMITTAL. After filing the attached pages, this transmittal should be retained.

PAGE CONTROL CHART

Remove pages	Dated	Insert pages	Dated
iii thru vi	11/20/98	iii thru vi	4/28/00
1 thru 8	11/20/98	1 thru 8	4/28/00
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Appendix 1, page 25	11/20/98	Appendix 1, page 25	4/28/00
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Appendix 1, page 46	11/20/98	Appendix 1, page 46	11/20/98
Appendix 1, page 49	11/20/98	Appendix 1, page 49	11/20/98
Appendix 1, page 50	11/20/98	Appendix 1, page 50	4/28/00
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Appendix 4, pages 5 and 6	11/20/98	Appendix 4, pages 5 and 6	4/28/00
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Appendix 4, page 15	11/20/98	Appendix 4, page 15	11/20/98
Appendix 4, page 16	11/20/98	Appendix 4, page 16	4/28/00

For /S/ Ronald T. Wojnor
Elizabeth Erickson
Director, Aircraft Certification
Service, AIR-1

FOREWORD

This order is a comprehensive publication, establishing procedures and guidance for selection and appointment of certain Representatives of the Administrator, under the cognizance of the Aircraft Certification Service and Flight Standards Service.

Frank P. Paskiewicz for
Elizabeth Erickson
Acting Director, Aircraft Certification Service

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CHAPTER 1. INTRODUCTION

1. PURPOSE. This order establishes the Federal Aviation Administration (FAA) procedures to be used by the Aircraft Certification Service (AIR) and Flight Standards Service (AFS) in the selection, appointment, orientation, and acceptance of delegated authority of appointed designees covered by this order. These procedures are designed to ensure the unbiased selection, appointment, and orientation of qualified private persons. For AIR designee applicants, an Evaluation Panel (EP) is established at the local office level. Procedures for the EP process are found in chapters 2 through 7 of this order and appendices 1 through 4. For AFS designee applicants, a National Examiners Board (NEB) is used. Procedures for the NEB process are found in chapter 8 of this order. Specifically, this order addresses the selection, appointment, and orientation of Designated Engineering Representatives (DERs), Designated Manufacturing Inspection Representatives (DMIRs), Designated Airworthiness Representatives (DARs), and Organizational Designated Airworthiness Representatives (ODARs). This order replaces existing information in orders and notices governing the selection, appointment, and orientation of these designees.

2. DISTRIBUTION. This order is distributed to the Washington headquarters branch levels of the Aircraft Certification Service, Flight Standards Service, and the Regulatory Support Division; to the Aviation System Standards Office; to the branch level in the Aircraft Certification Directorates and regional Flight Standards Divisions; to all Aircraft Certification Offices; to all Manufacturing Inspection District and Satellite Offices; to all Flight Standards District Offices; to the Aircraft Certification Branch and Flight Standards Branch at the FAA Academy; to the Brussels Aircraft Certification Staff and Flight Standards Staff; to applicable Representatives of the Administrator; and to all International Field Offices.

3. GENERAL.

a. Section 44702 (d) of Title 49 United States Code (49 USC), (formerly the Federal Aviation Act of 1958, Title III, Section 314(a)), empowers the Administrator to "...delegate a qualified private person, or to an employee under the supervision of that person, a matter related to the examination, testing, and inspection necessary to issue a certificate and issuing the certificate." Title 14 Code of Federal Regulations (14 CFR), part 183, Representatives of the Administrator, prescribes the requirements for designating private persons to act as Representatives of the Administrator for the purpose of issuing airman and aircraft certificates. Subpart B of part 183 empowers the FAA to select designees from qualified persons who apply by a letter accompanied by a statement of qualifications. The delegations are limited in scope in that all requirements, policy, direction, and interpretations must reside with the Administrator.

b. Section 183.29 defines the types of DER appointments in the following technical disciplines:

(1) Structural Engineering.

(2) Powerplant Engineering.

(3) Systems and Equipment Engineering.

(4) Radio Engineering.

(5) Engine Engineering.

(6) Propeller Engineering.

(7) Flight Analyst.

(8) Flight Test Pilot.

(9) Acoustical Engineering.

c. Section 183.31 defines the privileges of a DMIR appointment.

d. Section 183.33 defines the privileges of a DAR appointment.

e. It is essential that designees be familiar with and have ready access to all appropriate FAA publications and documents.

f. Designations are a privilege, not a right; and not every qualified applicant will be granted a designation. The FAA is SOLELY responsible for determining if there is sufficient FAA need to justify the appointment of a designee, and that there are adequate FAA resources available to manage the designee. If either of these conditions cannot be met, or for any other reason that the Administrator deems appropriate, appointment WILL NOT be made. Subsequent to appointment, a designation may be terminated or not renewed in accordance with FAA Order 8130.24, Procedures for Termination/Nonrenewal of Aircraft Certification Service Designations and Delegations.

g. The FAA is also responsible for determining when the services of a designee may be used. Designees shall perform only those functions for which they have been authorized including any unique function(s) specifically authorized on a case-by-case basis. All certification functions identified in this order will be performed on behalf of the FAA and not on behalf of the aviation industry. In addition, a designee is not considered an employee of the U.S. Government and is not federally protected for the work performed or the decisions made as a designee.

4. CHANGES TO THIS ORDER. The authority to revise, or cancel material in this order resides with the Aircraft Certification Service: The Aircraft Engineering Division (AIR-100), and the Production and Airworthiness Certification Division (AIR-200), in coordination with the Flight Standards Service (AFS-300).

5. DEVIATIONS. Adherence to the procedures in this order is necessary for uniform administration of this directive material. Any deviations from this guidance material must be coordinated with and approved by AIR-100 for engineering designee issues and by AIR-200 for manufacturing and maintenance designee issues, in coordination with AFS-300. If a deviation becomes necessary, the FAA employee involved should be guided by sound judgment, ascertaining that all deviations are substantiated, documented, and concurred with by the appropriate supervisor and AIR-100/AIR-200 as

applicable. FAA employees are NOT federally protected for the work they perform if that work is done outside the scope of national policy.

6. DEFINITIONS.

a. Advisor. An Aviation Safety Engineer (ASE), Flight Test Pilot (FTP), or Aviation Safety Inspector (ASI) with a similar discipline as the applicant who is assigned as the primary individual with the responsibilities of performing the initial evaluation and continuous oversight during appointment.

b. Appeal Panel. Two or more office managers and/or senior ASE/ASI/FTP assigned the task of determining if the appointment process was conducted properly in the event of an applicant's appeal of the FAA's decision.

c. Appointing Office. The Aircraft Certification Office (ACO), Manufacturing Inspection Office (MIO), Manufacturing Inspection District Office (MIDO), Manufacturing Inspection Satellite Office (MISO), Certificate Management Office (CMO), Certificate Management Unit (CMU), or Flight Standards Regional Office having selection, appointment, and/or orientation responsibility for the following designees:

(1) Designated Engineering Representative. The appointment is signed by the manager of the appropriate ACO or the manager's designee within the ACO. The ACO is delegated responsibility as the appointing office for processing the initial appointment applications, continuous oversight, and/or issuing renewals.

(2) Designated Manufacturing Inspection Representative, Designated Airworthiness Representative - Manufacturing, Organizational Designated Airworthiness Representative - Manufacturing. The appointment is signed by the manager of the appropriate MIDO. The MIDO manager is delegated responsibility as the appointing official for processing the initial appointment applications and/or issuing renewals. For administrative efficiency purposes, the MIDO manager may further delegate to MISO personnel the renewal of a DMIR, DAR, and ODAR.

NOTE: Appointment authority may be retained at the MIO level.

(3) Maintenance DAR and ODAR. The appointing office is the Flight Standards District Office (FSDO) in the geographic region where the designee is located or has a primary place of business, and where the authorized functions will be performed. The FSDO also retains renewal responsibility.

d. Appointment Process Coordinator. The FAA individual that initiates the formal selection, orientation, and appointment review process and coordinates all subsequent FAA actions.

e. DAR - Maintenance. An individual appointed in accordance with § 183.33 who holds a mechanics certificate with either airframe, powerplant, or airframe and powerplant ratings under 14 CFR part 65, Certification: Airmen Other Than Flight Crewmembers (part 65), or a person holding a repairman certificate and employed at a certificated repair station under 14 CFR part 145, Repair Stations (part 145), and who meets the qualification requirements of this order.

f. DAR - Manufacturing. An individual appointed in accordance with § 183.33 who possesses aeronautical knowledge, experience, and meets the qualification requirements of this order.

g. DER. An individual appointed in accordance with § 183.29 who holds an engineering degree or equivalent, possesses technical knowledge and experience, and meets the qualification requirements of this order.

(1) Company. An individual appointed to act as a company DER for his/her employer and may only approve or recommend approval of technical data to the FAA for the company.

(2) Consultant. An individual appointed to act as an independent (self-employed) consultant DER to approve or recommend approval of technical data to the FAA for a client.

h. Designee File. A file maintained at the branch or office level that contains all information to support the delegation.

i. Designee Information Network. The Designee Information Network (DIN), is an automated information system designed to support the designee management process by providing a consolidated designee information repository for tracking designee personnel data.

j. DMIR. An individual appointed in accordance with § 183.31 who possesses aeronautical knowledge, experience, and is employed by a Production Approval Holder (PAH) or PAH's approved supplier who meets the qualification requirements of this order.

k. Evaluating Office. The office that has the technical expertise necessary to make a determination of the technical qualifications of an applicant. This may be the same as the appointing office.

l. Evaluation Panel. Two or more technical specialists assigned to evaluate an applicant's qualifications against the appointment criteria in order to determine denial, candidacy, or appointment and delegated authority, as appropriate.

m. FAA Evaluator. The FAA Evaluator is the engineer or pilot who has a technical specialty other than that of the Advisor. The Evaluator is responsible to complete the evaluation form for that specialty and coordinate with the Advisor.

n. Knowledge-Based Test. A single evaluation tool to be used in conjunction with other qualification criteria in assessing an applicant's eligibility. There is no specific pass or fail criteria established for eligibility.

o. Mentor. A designee who works with a candidate on behalf of the Advisor to ensure the candidate is progressing to become qualified as a designee.

p. Multiple Appointments. An individual may be appointed as more than one type of designee. For example: DAR and DMIR; Company DER and Consultant DER; DAR, DMIR, and DER, etc., as long as all appointment criteria are met.

q. ODAR - Maintenance. An organization appointed in accordance with § 183.33 that meets the qualification requirements of this order and holds a repair station certificate with appropriate ratings; or an air carrier operating certificate holder with an FAA-Approved Continuous Airworthiness Maintenance Program.

r. ODAR - Manufacturing. An organization appointed in accordance with § 183.33 that possesses aeronautical knowledge and experience and meets the qualification requirements of this order.

s. Person. An individual, firm, partnership, corporation, company, association, joint-stock association, or government entity. It includes a trustee, receiver, assignee, or similar representative of any of them.

t. Production Approval Holder. The holder of a Production Certificate (PC), Approved Production Inspection System (APIS), Parts Manufacturer Approval (PMA), or Technical Standard Order (TSO) authorization, issued under the provisions of part 21, who controls the design and quality of the product/part.

7. ACRONYMS. The following is a list of acronyms used in this order:

AC	Advisory Circular
ACO	Aircraft Certification Office
AD	Airworthiness Directive
AFS	Flight Standards Service
AIR	Aircraft Certification Service
APC	Appointment Process Coordinator
APIS	Approved Production Inspection System
ASE	Aviation Safety Engineer
ASI	Aviation Safety Inspector
BAA	Bilateral Airworthiness Agreement
BASA	Bilateral Aviation Safety Agreement
CAA	Civil Aviation Authority
CAR	Civil Air Regulation
CMO	Certificate Management Office
CMU	Certificate Management Unit
CFR	Code of Federal Regulations
DAR	Designated Airworthiness Representative
DAS	Designated Alteration Station
DER	Designated Engineering Representative
DMIR	Designated Manufacturing Inspection Representative

DIN	Designee Information Network
DOA	Delegation Option Authorization
EP	Evaluation Panel
FAA	Federal Aviation Administration
FSDO	Flight Standards District Office
FTP	Flight Test Pilot
HIRF	High Intensity Radiated Field
IFO	International Field Office
MIDO	Manufacturing Inspection District Office
MIO	Manufacturing Inspection Office
MISO	Manufacturing Inspection Satellite Office
MOU	Memorandum of Understanding
NEB	National Examiners Board
NTSB	National Transportation Safety Board
ODAR	Organizational Designated Airworthiness Representative
PAH	Production Approval Holder
PC	Production Certificate
PMA	Parts Manufacturer Approval
RO	Regional Office
STC	Supplemental Type Certificate
TC	Type Certificate
TIR	Type Inspection Report
TSO	Technical Standard Order

8. FORMS, LETTERS, AND FORMATS. Examples of appropriate forms, letters, and formats referenced in this order are provided in the appendices.

9. INFORMATION CURRENCY. Any deficiencies found, clarifications needed, or improvements to be suggested regarding the content of this order should be forwarded to the Aircraft Certification Service, Automated Systems Branch, AIR-520, Attention: Directives Management Officer, for consideration. FAA Form 1320-19, Directive Feedback Information, is located on the last page of this order for your convenience. If an interpretation is urgently needed you may contact AIR-100, AIR-200, or for Flight Standards concerns, AFS-300. Always use Form 1320-19 as a follow up to each verbal conversation.

CHAPTER 2. AIR APPLICATION PROCESS

200. GENERAL. This section describes the process by which a qualified private person may apply for appointment as an AIR designee. The initial contact may be a verbal request for information or a request for an application package. Initial contacts are opportunities for the FAA to share with the prospective applicant the responsibilities, expectations, and qualification requirements of AIR designees. By providing this information, many individuals may elect not to submit an application based on their lack of qualifications. This communication can eliminate resource hours being expended on application packages that in all probability would be rejected. When an individual elects to pursue appointment, the ACO or MIDO responsible for the geographic area in which the applicant's place of business is located (see appendix 1, figures 7 and 8) will forward all requests to the person who will serve as the Appointment Process Coordinator (APC). The APC will prepare and forward an application package, based on the areas of interest, to the prospective applicant. The application package for designees will be sent with a cover letter (see appendix 1, figures 2 and 4) and will consist of the FAA Form 8110-14, Statement of Qualifications, an explanation of the appointment criteria, the applicable evaluation forms, and a knowledge-based test, all of which will be used to evaluate the applicant. When the prospective applicant returns the completed application package, the APC initiates the formal review process and coordinates all subsequent FAA actions.

NOTE: There may be local working agreements between the appointing ACO/MIO/MIDO and specific companies that provide guidelines for identifying individuals as prospective designees; however, all prospective applicants must meet all qualification criteria prior to appointment.

201. APPLICATION PACKAGE. The applicant must submit the following:

a. Cover Letter. A DAR applicant or consultant DER applicant must submit a cover letter requesting appointment. An applicant for DMIR, ODAR, or company DER must submit a letter from their employer requesting their appointment and identifying any special recommendations or limitations considered appropriate with respect to the desired authority. Companies should apply only for the appointment of as many designees as they deem appropriate for the services to be rendered. For ODAR's, the applicant's signature must be that of a management official within the quality organization who will have sufficient authority to effect change within the ODAR, will be responsible for management and oversight of the ODAR, and will serve as the FAA focal point for ODAR activities.

b. FAA Form 8110-14. The applicant must submit a completed Form 8110-14 with an original signature (see appendix 1, figure 1). If the applicant is requesting appointment as a company designee, the employer must also complete and sign item 10, and include the company address and phone number on the form.

c. Evaluation Forms. The applicant will complete and submit applicable portions of the evaluation forms (see appendix 1, figures 3 and 5) that are based on the specific designation being sought. The applicant must also submit supplemental documentation that substantiates experience in each of the four evaluation criteria (i.e., regulatory, technical, standardization, and interface).

The evaluation forms and supplemental information are to be returned with the rest of the completed application package. When returned, the evaluation forms identify the delegations sought and provide a means for the FAA to record the evaluation and decision regarding the application. The evaluation of the applicant's information will determine if an applicant may be appointed, identified as a candidate, or denied appointment. Appointment is made when an applicant meets the criteria, has had direct FAA interaction (depending on the designation being sought), provides verifiable documentation, and the FAA has the need and ability to manage. Failure to meet the applicable criteria will result in a denial. The applicant's qualifications will be evaluated against the regulatory, technical, interface, and standardization appointment criteria found in Tables I, II, III, and IV that follow:

Table I
Regulatory Appointment Criteria

DER	DMIR/DAR/ODAR
1. The applicant is cognizant of regulatory requirements and problems related to civil aircraft approvals and has direct experience requiring expertise in the general certification process. **2.** The applicant has a thorough working knowledge of the specific CFR parts and predecessor regulations for which the designation is requested.	**1.** The applicant is knowledgeable of pertinent CFR, directives, and related guidance material.

Table II
Technical Appointment Criteria

DER	DMIR/DAR/ODAR
GENERAL **1.** Each applicant has been in a responsible position in connection with the type of work for which the designation is being sought, and is cognizant of related technical requirements and problems related to civil aircraft approval, or has otherwise demonstrated suitability for this designation (see appendix 1, figure 3). **2.** The applicant has the basic engineering knowledge appropriate to the designation being sought, as demonstrated by eight years of progressively responsible engineering experience for which an engineering degree may be substituted for up to 4 years' maximum credit. An applicant who has not earned an engineering degree may substitute 40 credit hours of successfully completed course work in engineering or related curriculum for one year experience, up to 4 years maximum credit. **3.** Three verifiable technical references are required to substantiate the applicant possesses the required technical expertise for the areas of delegation being sought. These references may be the same persons used for character references.	**GENERAL** **1.** Each applicant must possess current technical knowledge and meet experience requirements in connection with the production or inspection of products or parts of the same type and complexity for the functions sought (see appendix 1, figure 5). **2.** Three verifiable technical references are required to substantiate the applicant possesses the required technical expertise for the designation sought. These references may be the same persons used for character references. DMIR and ODAR applicants must include a letter of recommendation from the company attesting to the applicant's technical competency; this may be considered one of the three required technical references. **3.** DMIR and ODAR shall be employed by a PAH or a PAH's approved supplier and be familiar with the facilities, procedures, manufacturing practices and inspection techniques in connection with type certification, original airworthiness certification, export certification, parts approval and associated data, as appropriate for the functions sought.

Table II
Technical Appointment Criteria (Continued)

DER	DMIR/DAR/ODAR
4. For company DER's, the application must include a statement from the company attesting to the applicant's technical competency. **NOTE: The applicant's documented technical expertise will be evaluated against the Delegated Functions/Authorized Area Charts and will be used to determine the scope of appointment.** **SPECIALIZED** **1. For a flight test pilot DER designation the applicant must also:** **a.** Hold a commercial pilot certificate with an instrument rating, and be qualified in aircraft of the same category and class and similar in design to that in which the applicant will be conducting tests. **b.** Have logged a minimum of 2,000 pilot-in-command flying hours (1,000 hours for helicopters) of which at least 100 hours have been logged within the past 12 months. **c.** Have logged a minimum of 100 hours of appropriate experimental flight testing experience in the same certification category and in a similar type of aircraft for which the DER appointment is requested. **NOTE: The requirements of (b) and (c) are initial requirements, not annual requirements.** **2. For a DER with a delegation of Software Approval, the applicant must also possess:** **a.** Through working knowledge and understanding of RTCA Document DO-178 (as amended), Software Considerations in Airborne Systems and Equipment Certification. **b.** Familiarity with the systems safety assessment process, specifically, those portions that establish the software criticality levels. **c.** A demonstrated knowledge of the rational for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The applicant should be able to identify the	**4.** For ODAR, unlike an individual DAR, it is the ORGANIZATION that must meet all DAR qualifications for authorized functions identified in the approved procedures manual. The ODAR is responsible for ensuring the individual authorized representatives identified in the ODAR procedures/manual COLLECTIVELY meet the overall qualification criteria in this order, not each individual performing specific functions under the ODAR. Therefore, the individuals within an ODAR designation need only the skill and ability necessary to make the required determination consistent with type and complexity of authorized functions to be performed. The ODAR is responsible for ensuring compliance with FAA regulations and terms of the appointment. Corrective action will be directed at the ORGANIZATION and not individuals authorized within the ODAR. **SPECIALIZED** **1. For the issuance of standard and/or special airworthiness certificates for U.S.-registered aircraft:** **a.** The applicant must have five years of experience in either the actual issuance of, or having responsibility for managing programs leading to the issuance of original airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or **b.** An organization holding an FAA PC or APIS must have a person(s) in its employ with five years of experience similar to that specified in paragraph 1a above. **2. For the issuance of original export airworthiness approvals for Class I products:** **a.** Applicant must have five years of experience in either the actual issuance of or having responsibility for managing programs leading to the issuance of original export airworthiness approvals for Class I products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or **b.** An organization holding an FAA PC or APIS must have a person(s) in its employ with five years of experience similar to that specified in paragraph 1a above.

Table II
Technical Appointment Criteria (continued)

DER	DMIR/DAR/ODAR
critical aspects and contents of each of the documents in DO-178. **d.** Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate of different software development programs. **e.** Experience interacting with all phases of software development and testing processes addressed by DO-178, including use of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases. **f.** Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable. **g.** Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program. **h.** Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multi-tasking, software reentrancy, etc. This should include an understanding of the types of analysis and testing necessary to ensure the integrity of these mechanisms. **i.** An understanding of the techniques which may be employed to reduce software levels, such as system architecture, dissimilar software, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the system integrity required. **j.** Knowledge of hardware characteristics such as input/output schemes, memory organization and multi-port access, communication-bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.	**3. For the issuance of export airworthiness approvals for Class II products:** **a.** Applicant must have three years of experience in the actual issuance of, or having responsibility for managing programs leading to the issuance of original export airworthiness approvals for Class II products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or **b.** Show evidence of three years of experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine Class II Products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval meet part 21, subpart L, and any special Requirements of the importing country. This is to include knowledge of: **(1)** First article, in-process, and final assembly inspections. **(2)** Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, plating, etc.). **(3)** Destructive and nondestructive inspections. **(4)** Manufacturing processes. **(5)** Airworthiness assurance. **(6)** Developing and implementing quality control systems and procedures. **(7)** Testing procedures. **(8)** Use of FAA-approved type design data. **c.** An organization holding an FAA production approval must have a person(s) in its employ with three years of experience similar to that specified paragraph 2a and 2b above. **4. For the issuance of export airworthiness approvals for Class III products:** **a.** Applicant must be employed by a PAH or an

Table II
Technical Appointment Criteria (continued)

DER	DMIR/DAR/ODAR
k. The appointing ACO will determine what limitations, if any, will be placed on the DER's software approval level. These limitations may be expressed in the terms used in DO-178 and defined on related documentation. **l.** A minimum level of successful experience is required by the FAA before a DER is allowed to approve certain software. The experience of the DER to be considered in relation to software level is as follows: **(1)** Level A Software. A DER should have at least one year of successful experience reviewing Level A software data submittals before being designated to approve any Level A data. **(2)** Level B Software. A DER should have at least one year of successful experience reviewing either Level A or Level B software data submittals before being designated to approve any Level B data. **(3)** Level C Software. A DER should have at least one year of successful experience reviewing either Level A, Level B, or Level C software data submittals before being designated to approve any Level C data. **(4)** Level D Software. A DER may be designated to approve Level D data if the qualification criteria for appointment as a DER with software approval has been met. **NOTE: Normally, the plan for software aspects of certification and accomplishment summary should be reserved for approval by the ACO.** **3. For a Structural DER with a delegated function of Damage Tolerance Evaluation, the applicant should possess:** **a.** As education - **(1)** A degree in Engineering Mechanics, or **(2)** A degree in Aerospace/Aeronautical Engineering, or **(3)** A degree in Mechanical Engineering, or **(4)** A degree in Civil Engineering. **(5)** In addition to one of the above, a course in	approved supplier of the PAH. The applicant must have one year of experience in the actual issuance of, or having responsibility for managing programs leading to the issuance of, original export airworthiness approvals for Class III products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or **b.** Show evidence of one year of experience with quality control methods and techniques that demonstrates the applicant's ability to determine Class III products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval meet part 21, subpart L, and any special requirements of the importing country.This should include knowledge of: **(1)** First article, in-process, and final assembly inspections. **(2)** Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, plating, etc.). **(3)** Destructive and nondestructive inspection. **(4)** Manufacturing processes. **(5)** Airworthiness assurance. **(6)** Developing/implementing quality control systems/procedures. **(7)** Testing procedures. **(8)** Use of FAA-approved type design data. **c.** An organization holding an FAA production approval must have a person(s) in its employ with one year of experience similar to that specified in paragraphs 4a and 4b above. Those person(s) authorized by the FAA to issue Form 8130-3 must perform or be directly in charge of inspections that determine that products conform to the PAH's approved type design data and are in condition for safe operation. **5. To make conformity determinations on aircraft and parts thereof (including those submitted for FAA tests) prior to the issuance of a FAA type design approval:**

Table II
Technical Appointment Criteria (continued)

DER	DMIR/DAR/ODAR
fracture mechanics is desirable, if not taken during the degree program. **b.** For experience - The equivalent of two full years experience in damage tolerance analysis. The experience shall be within the last ten years prior to appointment. **4. For a Structural DER with delegated functions of Fatigue Analysis, the applicant should possess:** **a.** As education - **(1)** A degree in Engineering Mechanics, or **(2)** A degree in Aerospace/Aeronautical Engineering, or **(3)** A degree in Mechanical Engineering, or **(4)** A degree in Civil Engineering. **(5)** In addition to one of the above, a course in fatigue analysis is desirable, if not taken during the degree program. **b.** For experience - The equivalent of two full years experience in fatigue analysis. The experience shall be within the last ten years prior to appointment. **5. A DER may be appointed for, or limited to, specific types of work. For example, a systems and equipment DER could be limited to handling approval of alterations to specific types of systems such as hydraulic, pressurization, etc., on only one airplane model.** **6. An Administrative DER, who is usually a company DER, must have significant experience in direct contact with the FAA in which the applicant has been actively engaged in processing FAA approvals. This experience must enable the FAA to determine that the applicant is cognizant of the overall certification process, and the administrative problems encountered in obtaining approvals. When the ACO has documented that an equivalent finding has been made that demonstrates the applicant meets the intent of paragraph 2 of this table, the ACO manager may, at his or her discretion, appoint an applicant who does not meet all of the requirements of paragraph 201.c. as an Administrative DER.**	**a.** Applicant must have five years of experience in making conformity determinations or having responsibility for managing programs which lead to the determination that prototype or test articles, parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conform to the type design under evaluation by the FAA; or **b.** Show evidence of five years of experience with quality control methods and techniques that demonstrates the applicant's ability to determine that prototype or test articles, parts, or installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA design evaluation, conform to the proposed type design being evaluated. This should include knowledge of: **(1)** First article, in-process, and final assembly inspections. **(2)** Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, plating, etc.). **(3)** Destructive and nondestructive inspection. **(4)** Manufacturing processes. **(5)** Airworthiness assurance. **(6)** Developing and implementing quality control systems and procedures. **(7)** Testing procedures. **(8)** Use of FAA-approved type design data. **c.** A PAH or non-PAH must have a person(s) in its employ with five years of experience similar to that specified in paragraph 4a and 4b above. **6. For the issuance of conformity certifications for components manufactured in the United States for non-U.S. product manufacturers:** **a.** Applicant must have three years of experience in either making conformity determinations or having responsibility for managing programs leading to

Table II
Technical Appointment Criteria (continued)

DER	DMIR/DAR/ODAR
7. A Management DER, who is usually a consultant DER, must have significant experience in direct contact with the FAA in which the applicant has been actively engaged in processing FAA approvals and has demonstrated technical DER knowledge over a variety of FAA projects. This experience must enable the FAA to determine that the applicant is cognizant of the overall certification process, has experience working with other technical disciplines, and is cognizant of the management problems encountered in obtaining approvals. Management DER's must first be appointed to one of the delegations listed in Appendix 1.	determinations that prototype test articles, or parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) are in conformity to the proposed type design being evaluated by the FAA; or **b.** Show evidence of three years of experience with quality control methods and techniques that demonstrates the applicant's ability to determine that prototype test articles, parts, or installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA/ non-U.S. design evaluation, conform to the proposed design being evaluated. This should include knowledge of: **(1)** First article, in-process, and final assembly inspection. **(2)** Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, plating, etc.). **(3)** Destructive and nondestructive inspection. **(4)** Manufacturing processes. **(5)** Airworthiness assurance. **(6)** Developing and implementing quality control systems and procedures. **(7)** Testing procedures. **(8)** Use of FAA-approved type design data. **c.** An organization holding an FAA production approval must have a person(s) in its employ with three years of experience similar to that specified in paragraph 5a and 5b above.

Table III
Interface Appointment Criteria

DER	DMIR/DAR/ODAR
1. Applicants must have a good command of the English language, both oral and written, sufficient to allow them to perform the functions for which they seek delegation.	**1.** Applicants must have a good command of the English language, both oral and written, sufficient to allow them to perform the functions for which they seek delegation.
2. Three verifiable character references are required to substantiate the applicant possesses integrity and sound judgment. These references may be the same persons used for technical references.	**2.** Three verifiable character references are required to substantiate the applicant possesses integrity and sound judgment. These references may be the same persons used for technical references. DMIR and ODAR applicants must include a letter of recommendation from the company attesting to these attributes; this may be considered one of the three required character references.
3. Applicants must possess unquestionable integrity, sound judgment, and cooperative attitude (company applicants must include a statement from the company attesting to these attributes).	**3.** Applicant must possess unquestionable integrity, sound judgment, and cooperative attitude. Also, the applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA prior to appointment.
4. The applicant must have significant experience in a direct working relationship with the FAA office in which the applicant seeks appointment. The applicant's experience must be related to the processing of engineering data pertaining to FAA approval of the type in which the applicant is seeking appointment. The applicant's range of activities in obtaining FAA approvals must have been adequate as to enable the FAA to determine that the applicant is cognizant of the technical and procedural requirements involved in obtaining such approvals and that the applicant is well versed in all pertinent regulation(s). **NOTE: The criteria in paragraph 4 above need not be met for identification as a Candidate. The applicant must satisfy all other criteria.**	**4.** The applicant must have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.
5. The applicant's place of residence must be in the United States, but United States citizenship is not a requirement for appointment.	**5. For DAR's/ODAR's:** The applicant must have significant experience in a direct working relationship with the FAA in which the applicant was actively involved in tasks leading to the issuance of airworthiness certificates or approvals. **NOTE: The criteria in paragraph 5 above need not be met for identification as a DAR candidate. The applicant must satisfy all other criteria.**
6. COMPANY DER ONLY: The applicant must report to a level of management in the organization sufficient to enable the applicant to administer the pertinent regulations effectively without undue pressure or influence from other organizational elements.	**6.** The DMIR applicant must have been in a responsible position (e.g., supervisor, team leader, crew chief, lead inspector, etc.) for a minimum of one year in connection with the type of work to be covered by the designation. Also, the DMIR/ODAR applicant must report to a level of management in the PAH or PAH's approved supplier organization sufficient to enable the applicant to administer the pertinent regulations effectively without undue pressure or influence from other organizational elements.
7. The applicant must have the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.	
8. The applicant's position within a company should not result in any significant conflict of interest.	**7.** The DMIR/DAR applicant's place of residence and place of business may be outside the United States if it has been determined there is no undue burden on the FAA. United States citizenship is not a requirement for appointment.

Table IV
Standardization Appointment Criteria

DER	DMIR/DAR/ODAR
1. This criteria verifies that the DER applicant possesses knowledge of the designee program, pertinent regulations, directives and related guidance material by completing the FAA designee knowledge-based test. (see appendix 1, figure 3).	**1.** This criteria verifies that the DMIR/DAR/ODAR applicant possesses knowledge of the designee program, pertinent regulations, directives and related guidance material by completing the FAA designee knowledge-based test. (see appendix 1, figure 5).

202. FAA EMPLOYEE APPLICATIONS. Current FAA employees will not be appointed as designees until their employment with the FAA has been terminated. Former FAA employees who submit an application within three years from the time their FAA employment terminates are exempt from the Standardization and Interface portions of the application package. In lieu of the Standardization and Interface portions of the application package, manufacturing applicants must submit a letter of recommendation from the manager of their former office. All other portions of the application package are required to be filled out and returned because former employees must still substantiate their experience while employed by the FAA, or other experience within the aircraft industry. Appointments will be limited to functions performed while employed by the FAA or other experience within the aircraft industry. If a former FAA employee submits an application beyond three years from the date of termination, all application requirements apply.

203. MULTIPLE APPOINTMENTS. An individual may be appointed as more than one type of designee. For example: DAR and DMIR; Company DER and Consultant DER; DAR, DMIR, and DER, etc. as long as all appointment criteria is met. In such cases, separate appointments will be made and separate certificates of designation issued. Separate entries will be required into the DIN system for each appointment.

204. SUPPLIER DMIR APPLICATIONS.

a. Requests for appointment of a DMIR at a PAH's approved supplier facility must be initiated by a letter from the supplier to the MIDO in the geographic area where the supplier is located. This letter shall attest to the applicant's qualifications, integrity, sound judgment, cooperative attitude, and be accompanied by a completed Form 8110-14. The request for appointment must also contain a letter from the PAH detailing the need for the DMIR appointment, or the list of approved suppliers considered to be eligible for a DMIR appointment. The MIDO in the geographic area where the supplier is located will coordinate the appointment with the PAH's certificate management MIDO.

b. When revisions are sought to authorized functions listed or referenced on a DMIR's Certificate of Authority, the PAH must submit a letter referencing the existing appointment and requested revisions. The managing office will determine if a new Form 8110-14 is required. Any PAHs added to a DMIR's Certificate of Authority must be substantiated by a PAH's letter of recommendation or list of approved suppliers authorized to have a DMIR appointed and concurrence from the cognizant FAA office. The appointing MIDO shall issue a Certificate of Authority and process in accordance with paragraph 305 of this order. The DMIR will be provided the new certificate of authority and instructed to return the

previously issued Certificate of Authority along with any supplements. The appointing office will coordinate any revisions to a supplier DMIR's Certificate of Authority with each appropriate MIDO.

205. ODAR APPLICATIONS. Applications for an ODAR appointment will only be accepted from PAH's, or non-PAH organizations involved in an FAA type certification project with a high probability of obtaining an FAA production certificate for the type certificated product. Applications submitted by non-PAH organizations must show evidence of an on-going type certification program and have established a quality control system in sufficient detail to provide positive control of parts or components, materials, and special processes during the type certification program. The quality control system must provide assurance that each completed prototype part or component was manufactured in accordance with these procedures and conforms to the type design data. The quality control system must be based on part 21 production approval quality system requirements. Failure to obtain a production certificate for the type certificated product within the time specified in part 21 should result in suspension of the ODAR. ODAR applications must also include:

a. An organizational procedures/manual as outlined in appendix 1, figure 6 of this order that:

(1) Establishes an organizational focal point to interface with the FAA on behalf of the ODAR.

(2) Establishes and outlines the ODAR's organizational freedom to function as a representative of the FAA.

(3) Defines how the ODAR will interface and function with other elements of the company.

(4) Ensures only appropriately qualified individuals will perform any authorized function(s).

(5) Lists all individuals who will perform authorized functions within the ODAR by name and functions.

b. ODAR Focal Point. The application for an ODAR must be signed by the proposed focal point. The proposed focal point is a management official within the applicant's quality organization who will have sufficient authority to effect change within the ODAR, will be responsible for management and oversight of the ODAR, and will serve as the FAA focal point for ODAR activities.

206. APPOINTMENT OF DMIR's OUTSIDE THE UNITED STATES. Section 183.31(c) allows a DMIR to perform authorized function(s) at any location permitted by the FAA. A PAH or PAH's approved supplier will make application for a DMIR appointment outside the United States in accordance with the appropriate subparagraph of paragraph 202 of this order. The application must be accompanied by adequate written justification providing all pertinent information necessary for the FAA to render a judgment (e.g., work location, type of work, duration, etc.). A DMIR may be appointed and perform authorized function(s) outside the United States under the following conditions:

a. The managing office will only permit the appointment of a DMIR when it can adequately supervise, monitor, train, and track the DMIR's activity. The request will be denied if adequate oversight cannot be maintained.

b. The country where the appointment is to be made must have, or be currently working toward, a BAA or BASA with the United States.

c. The managing office will notify the appropriate CAA of the application for a DMIR appointment in its country and:

(1) Ascertain that the CAA has no objection to the DMIR performing its authorized functions on behalf of the FAA in their country.

(2) Request information from the CAA to determine that the applicant has no history of regulatory violations from that country. If the applicant has a violation history, an evaluation shall be conducted to ascertain the type of violation(s), any special or mitigating circumstance(s), and attitude toward compliance with the CAA regulations. The selection and appointment process will continue in accordance with chapter 3 of this order.

207. APPOINTMENT OF DAR's OUTSIDE THE UNITED STATES.

a. The FAA may appoint non-U.S. citizens who reside in and have a primary place of business in another country as a DAR. Appointing offices should only consider appointing a DAR in another country in unique situations, and only after determining such an appointment would pose no undue burden on the FAA. Managing offices must have the long-term capability and funds to make a minimum of one on-site visit per year to supervise, monitor, train, and track the DAR's activity. These activities should be accomplished concurrently with other FAA activities. Concurrence with IFO's is required for maintenance DAR appointments. Applications must be accompanied by a letter from the CAA of the country addressed to the appointing manager stating the CAA has no objection to the DAR making findings of conformity/compliance on aircraft/components located in their country.

b. As is the case with DMIR's, appointing offices shall request information from the CAA to determine the applicant has no history of regulatory violations and process in accordance with chapter 3 of this order.

208. APPOINTMENT OF DER's OUTSIDE THE UNITED STATES. The FAA will not consider appointment of an individual, who does not have a legal permanent residence in the United States as a DER.

CHAPTER 3. AIR DESIGNEE APPOINTMENT PROCESS

300. GENERAL. This section describes how an application is processed and evaluated. The selection, appointment, and orientation process involves the initial application review by the APC, followed by the evaluation by the assigned Advisor and the EP. This section also describes the processing of applications for expanded authority and the process by which an applicant can be identified as a candidate. The ACO or MIDO will complete application processing within 90 days of receipt of an acceptable package.

301. INITIAL APPLICATION PROCESSING.

a. The applicant submits the completed application package to the cognizant ACO or MIDO. All applications received will be given to the APC for processing. Within 30 days of receipt, the APC will review each application to ensure that all necessary information has been provided. If the application is incomplete, the APC will request that the applicant provide any missing information. When the package is acceptable, the APC will:

(1) Send the applicant a letter that acknowledges receipt of the acceptable application package and identifies the assigned Advisor. The letter should state that the applicant can expect an FAA decision within 90 days of the date the acceptable package was received.

(2) Ensure that the required information is entered into the DIN. The detail information required to be entered into DIN can be found in the user documentation guide on-line help in DIN.

(3) Prepare a designee file folder containing the application package.

b. When all initial application processing has been completed, the APC will forward the designee file folder containing the application package to the evaluating office for action by the Advisor.

302. ADVISOR'S EVALUATION OF THE APPLICATION.

a. The evaluating office manager appoints an Advisor who will have the primary responsibilities in the selection, orientation, and appointment process for the assigned applicant. Upon receipt of the application package from the APC the Advisor will:

(1) Consult the appropriate manager to determine FAA need and ability to manage. Need and ability to manage are based on a variety of factors such as project workload, geographic location, number of FAA employees, ratio of designees to advisors, etc. If there is an FAA need and a determination made that there are adequate FAA resources to manage the designee after appointment, the Advisor will further evaluate the application. If the manager determines there is no FAA need, or the designation cannot be managed, the Advisor will deny the application and document the decision in DIN.

(2) Conduct a preliminary review of the application package for general qualifications, scope or specialty, subjective evaluation of the knowledge-based test, and determine if there has been a regulatory violation history (reference FAA Order 2150.3, Compliance and Enforcement Program).

If the applicant has a violation history, an evaluation shall be conducted to ascertain the type of violation(s) and any special or mitigating circumstances, or attitude toward compliance with FAA regulations.

NOTE: Any serious violation on file may be reason to deny appointment. The ultimate decision for appointment of an applicant with a violation history must be the product of judgment and experience applied to the facts and circumstances of the individual case.

b. At the completion of the preliminary review the Advisor will either deny the application or make a recommendation to the EP. If the application is denied, the Advisor will document the justification and coordinate with the APC and the office manager.

c. If the applicant requires evaluation, the Advisor conducts a technical review of the application package and seeks technical input from other FAA resources, as necessary. During the technical review phase, the Advisor may reduce the scope of the functions sought. At the conclusion of this technical review phase, the Advisor may continue the evaluation or initiate the denial. The denial may be based either on an unacceptable outcome of the technical review or on a partially successful outcome which reduces the functions originally sought to a number or type for which there is no FAA need.

d. Upon determination to continue the evaluation, the Advisor decides either to contact the applicant's references or not, based on existing knowledge of the applicant's technical capability and character. If a decision is made by the Advisor not to contact the references, justification will be documented and provided to the EP. If the references are contacted (see appendix 2, figure 4) and there is unfavorable input regarding the applicant's technical capabilities or character, the Advisor may initiate the denial process.

e. The Advisor may contact the applicant at any point during the evaluation process for additional information and/or documentation.

f. The Advisor assesses all data relevant to the appointment and either denies the application or recommends to the EP appointment or candidacy along with any limitations. The Advisor consults with the office manager regarding the decision to deny the appointment. The application package including the standard recommendation form is then returned to the APC (see appendix 2, figure 2).

g. When the application package is returned, the APC reviews the file to determine if the applicant is recommended for approval to the EP. If so, the APC will notify all parties of the EP meeting, provide copies of the application package for review, and send a letter to the applicant if an interview will be required.

NOTE: The APC may facilitate EP meetings and applicant interviews when required.

h. If the applicant's request for appointment is denied, the APC sends a letter by registered mail to the applicant clearly explaining the reasons for denial and advises the applicant of the right to appeal (see appendix 4, figure 5).

303. PURPOSE AND MAKE-UP OF THE EVALUATION PANEL.

a. An EP will be formed to review each application package submitted by the APC and will consider the Advisor's recommendation. The EP will compare the applicant's qualifications to the appointment criteria and determine denial, candidacy, or appointment and delegations, as appropriate. The office manager will select a MINIMUM of two persons to be on the EP who are trained in the selection, orientation, and appointment process. Whenever possible, EP members should be in the same discipline as the applicant and may only include Aviation Safety Inspectors, Aviation Safety Engineers, and Flight Test Pilots. Additionally, the applicant's assigned Advisor may be a member of the EP.

b. EP members should meet in person but may participate by telecon if necessary. The APC may chair and/or facilitate the consensus process of each EP.

c. Management participation should be reserved for potential appeals; therefore, managers should not serve on the EP.

NOTE: If a manager does serve on the EP, that manager shall not serve on an Appeal Panel for the same applicant.

304. EVALUATION PANEL REVIEW OF THE APPLICATION.

a. The EP's evaluation is limited to those delegations or limitations recommended by the Advisor. The Advisor may attend the EP meeting to explain the recommendation(s) and answer questions as needed. The EP is not authorized to appoint a designee when the Advisor's recommendation is only for candidacy. The EP may downgrade the Advisor's recommendation for appointment to candidacy, reduce delegations, or deny appointment. The EP can further limit the recommendation of the Advisor, but cannot expand upon it.

b. The EP will either interview the applicant or document why an interview was not necessary. The EP should determine what questions will be asked before meeting with the applicant. A list of possible interview questions is provided in appendix 2, figure 3.

c. The EP evaluates the applicant's qualifications against the appointment criteria and must arrive at a decision using the consensus process as defined in appendix 2, figure 5.

d. The EP will document and sign off on all of their activities as follows:

(1) The EP or Appeal Panel decision (see appendix 2, figure 2) will be completed and signed by each member of the EP supporting their decision for appointment, identification as a candidate, or denial.

(2) The EP must document the rationale for denied appointments by stating the specific reasons for the denial, criteria not met, or any delegations that were not granted but were recommended by the Advisor. If delegations are reduced, the decision should be forwarded to the Advisor and the office manager to concur that there is still an FAA need.

305. ADMINISTRATIVE REQUIREMENTS.

a. The EP will then give the completed documentation to the APC for retention in the applicant's file. If the EP finds the applicant qualified for appointment, the APC will update the DIN and obtain the designee's number. The designee's authorization number will be comprised of:

(1) The type of designation (DER, DMIR, DAR, ODAR, etc.).

(2) The type of designation suffix. For DER's a suffix is added after the designation type to identify the designee as either a consultant or company designee ("Y" for company and "T" for consultant). For DAR's and ODAR's a suffix of "F" is added after the designation type to identify the designee as a manufacturing designee.

(3) The DIN-generated I.D. number (six digits); and

(4) The geographical directorate code (i.e., NM-Transport Directorate, CE-Small Airplane Directorate, SW-Rotorcraft Directorate, NE-Engine and Propeller Directorate).

NOTE: For example, a company DER's number who had been appointed out of the Transport Directorate would be DERY123456NM. A manufacturing DAR's number who had been appointed out of the Transport Directorate would be DARF123456NM.

b. The APC will then prepare and coordinate a letter of appointment which will serve as the designee's Certificate of Authority. The APC will also prepare a full size version of the Certificate of Designation (FAA Form 8000-5) for display purposes and may prepare a wallet size reproduction for identification purposes, and send them to the designee. The APC should also schedule, with the Advisor, the designee's orientation session in accordance with paragraph 500 of this order.

c. If the application is denied or scope of appointment is less than requested, the APC will update the DIN system and notify the applicant by registered mail advising the applicant of their right to an appeal of the EP decision within 60 days of the date of the letter. The letter will state the specific justification for any denial or reduction of requested delegations.

306. DER CANDIDATE IDENTIFICATION.

a. The applicant can be identified as a candidate when the applicant has met all criteria requirements but has not worked directly with the FAA in approvals of the type in which the appointment is requested. Based on the FAA's ability to manage, a Mentor may be required to facilitate the candidacy. The Mentor will provide guidance to the candidate during the candidacy period and help the Advisor identify areas where the candidate may need improvement. At the time of appointment as a candidate, the APC, with the Advisor, should schedule the candidate's orientation session in accordance with paragraph 500 of this order.

b. The length of candidacy is based on performance competence. This performance should be diverse and comprehensive enough on actual projects to permit the FAA to determine the performance

competency possessed by the candidate. The candidate must be reviewed no later than one year after acceptance of candidacy and extended only if sufficient progress is being made and appointment is likely. If performance has not adequately progressed after ample opportunity (approximately 2 years), the candidacy should be canceled.

c. Candidate responsibilities. The candidate must submit sufficient documentation showing the action taken during the year that qualifies the candidate for appointment.

d. Mentor responsibilities. If a Mentor is used, the Mentor will assist the Advisor by providing guidance to the candidate and will identify any areas needing improvement to the Advisor. The Mentor will approve ALL work performed by the candidate before submittal to the FAA except where limited by the FAA.

e. Advisor responsibilities. The Advisor will provide guidance to the candidate and identify any areas needing improvement. If a Mentor is used, the Advisor will communicate with the Mentor to determine if the candidate is progressing to become fully qualified. After a review of the candidate's activity during the candidacy period the Advisor will either:

(1) Forward the updated application to the EP with a recommendation for appointment as a designee; or

(2) If the candidacy is terminated, the Advisor will coordinate with the office manager. The APC will then prepare and send a letter of notification to the candidate.

f. Evaluation Panel responsibilities. The EP may:

(1) Interview the candidate.

NOTE: The APC must be given a reasonable period of time to notify the candidate of the interview.

(2) Appoint the candidate as a DER.

(3) Continue the DER candidacy.

(4) Terminate the DER candidacy.

307. DAR CANDIDATE IDENTIFICATION.

a. The applicant can be identified as a DAR candidate when the applicant has met all criteria requirements but has not worked directly with the FAA in approvals of the type in which the appointment is requested, provided there is an FAA need and ability to manage a candidacy DAR candidacy can allow for the expansion of the authority of current manufacturing DAR's and for the appointment of other qualified persons, including maintenance DAR's, as manufacturing DAR's. However, the applicant must successfully complete the DAR Candidate Development Profile as outlined in appendix 3 of this order. At

the time of appointment as a candidate, the APC, with the Advisor, should schedule the candidate's orientation session in accordance with paragraph 500 of this order.

b. The length of candidacy is based on performance competence through completion of the functions outlined in the development profile. This performance should be diverse and comprehensive enough to permit the FAA to determine the performance competence. The candidacy must be reviewed no later than one year after acceptance into the program and extended only if sufficient progress is being made and appointment is likely. If performance has not adequately progressed after ample opportunity (approximately 2 years), the candidacy should be canceled.

308. DAR CANDIDATE DEVELOPMENT PROFILE. Each DAR candidate must successfully complete the development profile before appointment as a fully-qualified DAR. The MIDO will establish a documented profile to include minimum performance requirements as outlined in appendix 3, and any other training deemed necessary by the managing office. The MIDO will maintain a record of accomplishments for each DAR candidate as they complete a particular function. The responsible Advisor will document the date, a brief description of how and where the function was performed, and record each time a particular function was accomplished by a DAR candidate. This record will provide substantiated evidence of the candidate's accomplishments.

a. The MIDO will also ensure the DAR candidate is supplied with, and guided by, the same requirements and instructions as applicable to FAA inspectors in the performance of similar duties. The Advisor will ensure the DAR candidate:

(1) Is knowledgeable of all pertinent regulations, directives, advisory circulars, and policies and procedures as they apply to the certification task(s) for which authorization is sought.

(2) Understands FAA forms and their application as they relate to the specific authorization sought.

(3) Understands how to process pertinent certification documents; and

(4) Understands the responsibilities of a Representative of the Administrator.

b. On-the-job training and guidance will be required and provided to each DAR candidate prior to appointment by the responsible managing office.

c. The Advisor will ensure that the DAR candidate possesses or has access to all current applicable regulations, internal directives, forms, and documents pertaining to those functions for which authorization is sought.

d. Depending upon the type of authorization being sought, the DAR candidate will:

(1) Be required to accompany and assist an Advisor during a minimum of three inspections of an ongoing TC or STC program; and

(2) Be required to accompany and assist an Advisor during inspections leading to the issuance of a minimum of three original airworthiness certificates or approvals.

e. The DAR candidate will be required to demonstrate to the Advisor, through actual demonstration and evaluation, the ability to make airworthiness certification determinations on a product of the type and complexity for which authorization is sought.

f. The DAR candidate will not charge any service fees during the candidacy period because they are not acting in an official capacity as an FAA DAR.

g. The Advisor will provide guidance to the candidate and identify any areas needing improvement. After completion of the development profile the Advisor will either:

(1) Forward the updated application to the EP with recommendation for appointment as a DAR, or

(2) If candidacy is terminated, the Advisor will coordinate with the office manager. The APC will then prepare and send a letter of notification to the candidate.

h. Evaluation Panel responsibilities. The EP may:

(1) Interview the candidate.

NOTE: The APC must be given a reasonable period of time to notify the candidate of the interview.

(2) Appoint the candidate as a DAR.

(3) Continue the DAR candidacy.

(4) Terminate the DAR candidacy.

309. REQUESTS FOR MULTIPLE APPOINTMENT, EXPANDED AUTHORITY, AND TRANSFER REQUESTS. The object of developing a standardized appointment process is to develop a level of confidence in the integrity of the system such that acceptance by all offices of an appointment decision is the norm. Currently appointed designees who seek expansion to their authority, multiple appointments, or request a transfer must re-apply as follows:

a. Designees who have previously gone through the EP process may only need to submit the technical portion of the application package along with a Form 8110-14 to request expansion of their delegation, or to request multiple appointments from the same managing office. The managing office may require additional portions of the application package as appropriate. These applications will be reviewed by the Advisor and the manager to determine whether an EP needs to be formed.

(1) If an EP is not required, the rationale shall be documented by the Advisor and placed in the Designee's file, DIN will be updated, and the administrative requirements of this order accomplished in accordance with paragraph 305.

(2) If expansion is for a different engineering discipline, such as propeller to mechanical systems, an EP is required to be held. If the expansion is for a different manufacturing function, the Advisor shall thoroughly evaluate whether the different function requires an EP to be performed. Additional EP's would only be used to determine if the applicant is technically qualified for the new authorizations being requested.

> **NOTE: The intent of having an EP is for the FAA to consider the applicant's qualifications and experience for particular function(s) being performed. The decision to forgo an EP is not intended to be a workaround for the convenience of appointing a designee. Rather, the FAA Advisor is declaring (and the FAA Manager is agreeing) that the applicant satisfies the experience requirements of Table III of this order (item 4 for DER appointments; item 3 for DMIR/DAR/ODAR appointments).**

b. Current designees who have not gone through the EP process should be evaluated as follows:

(1) If transferring only to a new managing office, the EP may be waived upon agreement of the Advisor and the Office Manager.

(2) If seeking expanded authority with new technical disciplines, an EP is required.

(3) If seeking a multiple appointment only, the EP may be waived upon agreement of the Advisor and the Office Manager.

(4) If seeking any combination of multiple appointment, expanded authority (including expansion only with existing technical discipline), and transfer to a new managing office, an EP is required.

c. A DAR or consultant DER who has previously gone through the EP process and who changes residence to another ACO or MIDO geographic area, must re-apply ONLY with a Form 8110-14 to the new ACO or MIDO. A DMIR, ODAR, or company DER who has previously gone through the EP process and whose employer moves to another ACO or MIDO geographic area, must re-apply ONLY with a Form 8110-14 to the new ACO or MIDO. This will permit the gaining ACO or MIDO to determine need and ability to manage the designee. The designee should notify the previous appointing ACO or MIDO to cancel the appointment and transfer any records to the new office. The results will be documented in the designee's folder, DIN will be updated, and the administrative requirements of this order accomplished in accordance with paragraph 305.

CHAPTER 4. AIR APPEAL PANEL

400. GENERAL. This chapter describes the process by which an applicant may appeal the decision regarding a denied or reduced designation.

401. THE APPEAL PANEL. If not satisfied with the decision, an applicant may, within 60 days of the date of the FAA decision letter, notify the FAA in writing and request a review by an Appeal Panel. The APC must verify that the request for appeal was received within 60 days. If so, the APC then schedules the meeting, notifies all parties involved, and provides appropriate copies of all documentation. In addition, the APC may chair or facilitate the Appeal Panel meeting. The Appeal Panel will consist of at least two managers or senior specialists who were not part of the applicant's EP. The Appeal Panel will consider all available information and may interview the applicant, FAA personnel, or may invite other persons to be resources at their deliberations. The Appeal Panel's decision is reached by consensus and all decisions are FINAL.

402. SCOPE OF THE APPEAL PANEL AUTHORITY.

a. The Appeal Panel may uphold the previous decision; or

b. The Appeal Panel may override the previous decision with a new decision and provide appropriate justification; or

c. The Appeal Panel may request that any part of the appointment process be repeated with new information and/or instructions.

403. FUNCTIONING OF THE APPEAL PANEL.

a. The Appeal Panel shall determine if the appointment process was conducted properly by reviewing the documentation in the appellant's file, the EP's written justification, and any other information deemed appropriate. If discrepancies are found, appropriate actions shall be taken to ensure the future integrity of the appointment process.

b. The Appeal Panel shall complete their deliberations by consensus within 60 days from the date of the appeal. If a decision is not reached utilizing the consensus process, the final decision will be made by the geographic Directorate Manager.

c. The decision must be documented and signed by each Appeal Panel member. The APC will prepare the letter for the appointing office manager who will provide the decision to the appellant in accordance with appendix 2, figure 2.

CHAPTER 5. AIR DESIGNEE ORIENTATION

500. GENERAL. The Advisor is responsible for the initial orientation of a newly appointed designee or candidate. For designees appointed in more than one discipline, appropriate orientation will be given in each area. At the completion of orientation the designee must sign the Designee Working Agreement (see appendix 3, figure 1) which will then be retained in the designee's file.

501. GENERAL DESIGNEE ORIENTATION. The initial orientation for all designees should include the following items:

a. Aircraft Certification Service Directorate Structure. Review organizational structure of the certification directorate system.

b. ACO/MIO/MIDO Structure. Review the applicable organizational structure.

c. Personnel. Introduce the designee to ACO or MIDO personnel if orientation is given in the ACO or MIDO.

d. Geographic Restrictions. Explain the procedures for operating across geographic boundaries.

e. Administrative Responsibilities. Familiarize the designee with all necessary administrative procedures, practices, oversight, and official records, and provide the designee with all pertinent forms and instructions.

f. Compliance with Policy. Explain that designees are required to use and implement FAA policy and guidance material (AC's, notices, orders, etc.) in addition to the regulations and any other special instructions (e.g., MOU's) conveyed by the managing office.

g. Appointment and Renewal Procedures. Explain appointment and renewal procedures.

h. Relocation Procedures. Explain steps that must be taken if the designee moves to an area for which another appointing office is responsible.

i. Workshops/Conferences. Review minutes of recently held designee workshops/conferences and provide copies as appropriate.

j. Training. Newly appointed DER's must attend a DER Standardization Seminar within one year after initial appointment. Newly appointed DMIR's/DAR's or authorized representative(s) within an ODAR must attend the next available Initial Standardization Seminar for DMIR/DAR/ODAR. In addition, the FAA requires the designee to participate in periodic FAA seminars or training to ensure that the designee is familiar with current FAA policy and procedures. The designee will be notified of seminars, when appropriate. DMIR/DAR/ODAR are required to attend recurrent standardization seminars every two years.

502. DER ORIENTATION. The following additional items should be reviewed with each DER:

a. Approval Authority. Review in detail what the DER can approve and what may only be recommended for approval.

b. DER Guidance Handbook. Review in detail FAA Order 8110.37, Designated Engineering Representative (DER) Guidance Handbook.

c. FAA Form 8110-3. Explain how to complete Form 8110-3 (see appendix 3, figure 6 and paragraph 50 in FAA Order 8110-37). Give the DER a supply of the forms. Advise the DER a computer generated Form 8110-3 is acceptable.

d. Use of Authority. Advise the DER to exercise the full extent of delegated authority. If the DER does not exercise the delegated authority, the DER must explain why on the Form 8110-3, when submitted. The DER should also explain if they totally reject a submittal.

e. Test Plan Approval. Emphasize that a DER cannot approve test plans but should recommend approval in the submittal to the ACO. The ACO may delegate test plan approval on a case-by-case basis. The DER must have specific approval from the FAA prior to witnessing a test as the FAA representative.

f. Other Pertinent Information. Review other pertinent information, for example, STC Application Guide AC, material burn requirements, other applicable AC's, TC handbook, service difficulties, major and minor changes, Job Aids, etc. Provide the DER with copies of information of particular interest to the appointment specialty.

g. Company Influence. Advise all DER's who are acting as company DER's to contact the appointing ACO immediately if any pressure is put on the DER by the company's management to approve data that the DER believes should not be approved.

h. Questions Concerning Approval Authority. Emphasize that if the DER has any doubts about the approval authority or questions on any subject, the DER should contact the appropriate Advisor, manager, or representative in the ACO.

i. Meeting Minutes. Review minutes of recently held DER workshops/conferences and provide copies, as appropriate.

j. Conflict of Interest. Explain the possible conflicts of interest of individuals who are in the executive level category within a company. (ACO's are discouraged from appointing DER's and candidates who are in this category.)

k. Executive Level DER's. Emphasize what additional monitoring, supervision, and surveillance may be required as a result of their position and changes in their position with a company, including emphasis on possible additional documentation requirements for the DER's themselves.

503. DMIR ORIENTATION. The DMIR will be supplied with, and guided by, the same requirements and instructions applicable to FAA inspectors in the performance of similar duties. FAA designees and PAH's should understand that the DMIR program is of mutual benefit to the FAA and the PAH in accomplishing the certification responsibilities. Therefore, the Advisor shall inform the DMIR's employer that it will be necessary to allow the DMIR sufficient time to attend meetings, briefings, training sessions and seminars, and related functions relative to the administration and performance of the appointment. In addition, the Advisor will review the following with each DMIR:

a. Authority and Responsibility. Remind the DMIR to perform only authorized functions within the limits of designated authority. DMIR's ARE NOT authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. The FAA inspector WILL NOT authorize any privilege not included in § 183.31.

b. Experimental Certificates. Inform the DMIR to contact the managing office to obtain any special directions or instructions before issuing an experimental certificate.

c. Export Certificates. Advise the DMIR that part 21 only permits the export of Class I, II, and III products in accordance with certain limitations or conditions. These specified limitations or conditions should be thoroughly reviewed, understood, and accomplished before a DMIR performs these export functions.

d. Summary Activity Reports. Inform the DMIR to provide information relating to accomplishments in accordance with the schedule established with the managing office.

e. Safeguarding of Forms. Emphasize that the DMIR must ensure all FAA forms, certificates, and other official documents are properly safeguarded. Under no circumstance shall any certificate be in the possession of an applicant until the certificate has been completed and signed by the DMIR. All airworthiness certificates or approvals and related documents will include the DMIR's printed or typed name, signature, and designation number.

f. Product Certification. DMIR's should be cautioned that any irregularities or deficiencies related to the product certificated may result in the termination of their designation under the provisions of § 183.15(d)(4).

g. Use of Authority. DMIR's are to ensure products meet the FAA-approved type design data, are in a condition for safe operation, and comply with any other applicable regulations (e.g., AD's, marking requirements, registration, special importing requirements, etc.) before issuing airworthiness certificates. The DMIR should seek guidance from their managing office when problems arise that cannot be resolved by the DMIR.

h. Conformity Inspections. Inform DMIR's to use FAA Form 8100-1, Conformity Inspection Record, to record conformity inspections conducted during type or airworthiness certification activities.

i. Document Submittal. DMIR's are to submit applicable original or duplicate documents within seven days of completion to the managing office for review.

j. Airworthiness Applications. Emphasize that the DMIR is to review applications for completeness and ensure the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent. When appropriate, the DMIR must also obtain a completed FAA Form 8130-9, Statement of Conformity, from an applicant before performing any inspections.

504. DAR ORIENTATION. The following additional items should be reviewed with each DAR:

a. Product Certification. DAR's should be cautioned that any irregularities or deficiencies related to the product certificated may result in the termination of their designation under the provisions of § 183.15(d)(4).

b. Authority and Responsibility. Remind the DAR to perform only authorized functions within the limits of designated authority. DAR's ARE NOT authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. The FAA inspector WILL NOT authorize any privilege not included in § 183.33.

c. Communication. Remind the DAR to contact the managing office for authorization and to obtain any special directions or instructions deemed necessary BEFORE accepting any certification or inspection activity requested by an applicant.

d. Summary Activity Reports. DAR's must provide information relating to their accomplishments in accordance with the schedule established with the managing office.

e. Safeguarding of Forms. Emphasize that the DAR must ensure all FAA forms, certificates, and other official documents are properly safeguarded. Under no circumstance shall any certificate be in the possession of an applicant until the certificate has been completed and signed by the DAR. All airworthiness certificates or approvals and related documents will include the DAR's printed or typed name, signature, and designation number.

f. Conflicts of Interest. DAR's are not allowed to perform any mechanical, maintenance, or inspection function on behalf of an applicant (e.g., owner, agent, repair station, PAH, etc.) on products for which an airworthiness certificate or approval is sought. This would not preclude the DAR from performing maintenance, mechanical functions, or inspections in a non-DAR capacity when NOT involved in the airworthiness certification/approval actions under the DAR authority.

g. Use of Authority. DAR's are to ensure products meet the FAA-approved type design data, are in a condition for safe operation, and comply with any other applicable regulations (e.g., AD's, marking requirements, registration, special importing requirements, etc.) before issuing airworthiness certificates. The DAR's should seek guidance from their managing office when problems arise that cannot be resolved by the DAR's.

h. Conformity Inspections. Inform DAR's to use Form 8100-1 to record conformity inspections conducted during type or airworthiness certification activities.

i. Document Submittal. DAR's are to submit applicable original or duplicate documents within seven days of completion to the managing office for review.

j. Airworthiness Applications. Emphasize that the DAR is to review applications for completeness and ensure the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent. When appropriate, the DAR must also obtain a completed Form 8130-9 from an applicant before performing any inspections.

505. ODAR ORIENTATION. The following additional items should be reviewed with each ODAR:

a. Procedures Manual. Remind the ODAR to comply with all provisions of their FAA-approved procedures/manual and to ensure all authorized functions are performed within the limits of authority.

b. Authority and Responsibility. Remind the ODAR to perform only authorized functions within the limits of designated authority. ODAR's ARE NOT authorized to perform evaluation, surveillance, or investigation of quality control systems, data, procedures, methods, or service difficulty reports. The FAA inspector WILL NOT authorize any privilege not included in § 183.33.

c. Authorized Representatives. Ensure the ODAR understands only authorized representatives listed in the FAA-approved procedures/manual are allowed to perform any authorized function. In addition, remind the ODAR that no authorized function may be delegated.

d. Use of Authority. Remind the ODAR to perform all authorized functions in accordance with pertinent parts of the regulations, FAA directives, and any other specific instructions conveyed by the managing office.

e. Summary Activity Reports. ODAR's must provide information relating to their accomplishments in accordance with the schedule established with the managing office.

f. Conformity Inspection. Inform the ODAR to record all conformity inspections conducted on Form 8100-1.

g. Certificate of Authority. Remind the ODAR to provide a copy of the Certificate of Authority to all authorized representatives who perform authorized functions and to ensure the copies are kept within the immediate work area.

h. Safeguarding of Forms. Emphasize that the ODAR must ensure all FAA forms, certificates, and other official documents are properly safeguarded. Airworthiness certificates/approvals, and related documents will indicate the ODAR's assigned number, printed or typed name, and signature of the authorized individual under the ODAR designation.

CHAPTER 6. AIR DESIGNEE FILES

600. MAINTENANCE OF FILES. Managing offices will establish and maintain a file for each designee.

a. Designee Files. All designee and candidate files will contain as a minimum:

(1) Original letter of request for appointment.

(2) Original Form 8110-14.

(3) The completed designee application package.

(4) Designee Appointment Tracking Document (see appendix 2, figure 2).

(5) Copy of letter of appointment/notification of candidacy.

(6) Copy of current Form 8000-5 (except candidates).

(7) Designee Working Agreement (DWA).

(8) Verification of attendance at designee standardization seminars.

(9) Records of discussion or counseling.

b. DER/DER Candidate Files. In addition to paragraph 600a above, all DER/DER Candidate files will also contain:

(1) Copies of Form 8110-3 (original Form 8110-3 is maintained in the project file).

(2) FAA/DER Interaction Tracking Forms (FAA Form 8110-29).

(3) FAA Evaluation Forms (FAA Form 8110-30).

(4) Conflict of interest evaluation.

(5) Copy of renewal letter(s) (except for candidates).

c. DMIR/DAR/ODAR Files. In addition to paragraph 600a above, all DMIR/DAR/ODAR files will also contain:

(1) Copies of Form 8130-14 completed since last renewal.

(2) Copies of current Form 8130-13 for out-of-geographic-area work since last renewal.

(3) Copies of Summary Activity Report forms completed since last renewal.

(4) For Candidate DAR's, the DAR Candidate Development Profile.

CHAPTER 7. AIR ROLES AND RESPONSIBILITIES

700. GENERAL. This chapter describes the roles and responsibilities of the APC, Advisor, Appointing Office Manager, EP, and the Appeal Panel in the selection and appointment process.

701. APPOINTMENT PROCESS COORDINATOR. The APC is responsible for initiating the formal selection and appointment process and coordinating all subsequent FAA actions for the applicant. Specifically, the APC will:

a. Prepare the applicant/designee file.

b. Prepare, coordinate, and send all letters to the applicant.

c. Enter the information into the DIN system at the beginning and completion of the process.

d. Send the application package and file to the Advisor.

e. Review the file after completion by the Advisor to determine if the applicant is being recommended to an EP.

f. Schedule meetings, notify all parties involved, and provide copies of all necessary documentation. The APC may also chair and/or facilitate EP meeting(s) and ensure all appropriate documents are in the designee file.

g. Prepare and coordinate appointment letters/certificates and send them to the applicant when required.

h. Verify to the applicant that any appeals are received within the required 60 days.

702. ADVISOR. The Advisor conducts a preliminary review of the application package and either denies or makes a recommendation to the EP. The Advisor will:

a. Review the application package for general qualifications, scope/specialty, and the knowledge-based test.

b. Consult the appropriate manager to determine FAA need and ability to manage the applicant (if appointed).

c. Document the justification for the appointment or denial.

d. Conduct a preliminary technical review of the application package and seek technical input from other FAA sources when necessary.

e. Reduce the scope of the functions sought or deny applications when appropriate.

f. Contact the applicant's references if required.

g. Contact the applicant at any point during the evaluation process for additional information and/or documentation.

h. Recommend to the EP appointment or candidacy including any limitations.

i. Conduct initial orientation of the newly appointed designee or candidate.

j. Ensure that the designee signs the Designee Working Agreement.

703. APPOINTING OFFICE MANAGER. The appointing office manager's responsibilities in the selection and appointment process are to:

a. Determine the assignment of an Advisor.

b. Select EP members.

c. Determine there is an FAA need for the requested designation.

d. Determine the FAA has the ability to manage the designee.

e. Sign (or delegate signature authority) for all designee correspondence.

f. Sign off on all designee appointments or candidacies after the EP decision has been reached.

g. Serve as an Appeal Panel member.

704. EVALUATION PANEL. The purpose of the EP is to compare qualifications to the appointment criteria and to determine denial, candidacy, appointment and delegated authority, as appropriate. The EP will:

a. Consist of at least two individuals who are familiar with the selection and appointment process.

NOTE: Management participation should be reserved for potential appeals; therefore, managers should not serve as EP members. If a manager does serve on the EP, (s)he may not serve on any Appeal Panel for the same applicant.

b. Consist of members in the same discipline as the applicant.

c. Meet person to person, but may participate by telecon if necessary.

d. Review the application package submitted by the Advisor.

e. Interview the applicant or document why an interview was not necessary.

f. Reach consensus for each selection or appointment.

g. Document all meetings and sign off on all EP forms.

h. Give the completed documentation to the APC for retention in the applicant's file.

705. APPEAL PANEL. The Appeal Panel provides an avenue for the applicant to appeal the decision regarding a request for appointment as a designee. The decisions of the Appeal Panel are FINAL. The Appeal Panel will:

a. Consist of at least two office managers and/or senior ASE/ASI/FTP.

b. Invite other persons to be resources at their deliberations when required.

c. Not consist of any members of the EP that made the decision regarding the applicant.

d. Determine if the appointment process was conducted properly and either uphold the previous decision, override the decision, or request that any part of the appointment process be repeated.

e. Make decisions by reviewing the documentation in the appellant's file, the EP's written justification, and any other information.

f. Conduct any interviews as necessary.

g. Initiate corrective action to prevent recurrence if discrepancies are found during the review of the EP decision.

h. Complete deliberations and reach a decision by consensus within 60 days from the date of the appeal.

i. Document and sign all Appeal Panel decisions.

CHAPTER 8. MAINTENANCE DAR AND ODAR APPLICATION, APPOINTMENT, AND APPEAL PROCESS

800. GENERAL. This section describes the process by which a qualified private person may apply for appointment as a maintenance DAR and ODAR and provides Flight Standards inspectors with information regarding implementation of the National Examiner Board (NEB) process. The NEB process is being instituted in order to provide a fair and consistent selection of maintenance DAR's. Flight Standards has decided to include the DAR's into the same initial screening and selection process used for other Flight Standards designees. Maintenance ODAR applications will be done in accordance with paragraph 806 of this chapter. A new application and qualification form, FAA Form 8110-28, Application and Statement of Qualification (DME-DPRE-DAR-ODAR), has been developed to facilitate the NEB process and should be used by all maintenance applicants.

801. GENERAL QUALIFICATIONS. DAR/ODAR applicants must meet the specialized experience specified in paragraph 802 of this order (as appropriate) and the general qualifications listed below:

a. Current and thorough working knowledge of pertinent CFR's, directives, and related material.

b. Current technical knowledge and experience commensurate with that required for the particular function (e.g., Boeing Airplane Model 707-100, Bell Model 47B, and/or related parts/components, appliances, etc.).

c. Unquestionable integrity, cooperative attitude, and ability to exercise sound judgment.

d. Ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.

e. Two years of recent satisfactory experience working directly in the type of work to be covered in the authorized function(s).

f. Have a good command of the English language, both oral and written.

802. SPECIALIZED EXPERIENCE REQUIRED FOR MAINTENANCE FUNCTIONS. DAR or ODAR applicants must meet the specialized experience listed below for each function(s) sought. Individuals who are to perform authorized functions under an ODAR need only the specialized experience required for the specific function(s) to be performed.

a. Issuance of recurrent airworthiness certificates for U.S.-registered aircraft.

(1) A DAR/ODAR applicant must have five years of experience as:

(a) An FAA airworthiness inspector (maintenance) involved in either the actual issuance of, or having responsibility for, managing programs leading to the issuance of original airworthiness certificates when authorized, or recurrent airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(b) A person responsible for managing airworthiness certification programs leading to the issuance of airworthiness certificates and/or the approval for return to service (e.g., Chief Inspector or Director of Maintenance at an FAA-approved repair station or at the facility of the holder of an air carrier or commercial operator's certificate). This person must hold a current mechanic certificate with airframe and powerplant (A&P) ratings at time of original application and must demonstrate the ability to determine that aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for recurrent certification have remained in or have been returned to their FAA-approved type design configuration and meet pertinent CFR requirements; or

(c) The experience outlined in chapter 2, Table II, of this order may be used when an applicant has a minimum of two years experience leading to the issuance of recurrent airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought. The applicant's experience must demonstrate direct involvement in determining that an aircraft conforms to the FAA-approved type design configuration and meets pertinent CFR requirements.

(2) An organization must be:

(a) A holder of a domestic repair station certificate under 14 CFR part 145, Repair Stations, with appropriate ratings and have a person(s) certified under 14 CFR part 65, Certification: Airmen Other Than Flight Crewmembers, in its employ with five years experience similar to that specified in paragraph 802a(1) of this order; or

(b) An air carrier operating certificate holder with an FAA-approved Continuous Airworthiness Maintenance Program having a person(s) certified under part 65 in its employ with five years experience similar to that specified in paragraph 802a(1) of this order; or

(c) A manufacturer as defined in chapter 2, Table II of this order.

b. Issuance of Export Airworthiness Approvals for Class I Products.

(1) A DAR/ODAR applicant must have five years of experience as:

(a) An FAA airworthiness inspector (maintenance) involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of recurrent export airworthiness approvals for Class I products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(b) A person having responsibility for managing export airworthiness approval programs leading to the issuance of export airworthiness approvals for Class I products (e.g., Chief Inspector or Director of Maintenance at an FAA-approved domestic repair station or at the facility of the holder of an

air carrier or commercial operator's certificate). This person must hold a current mechanic certificate with A&P ratings at the time of original application, and must demonstrate the ability to determine that Class I products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for recurrent export airworthiness approval meet part 21, subpart L, and the special requirements of the importing country; or

(c) The experience as outlined in chapter 2, Table II of this order.

(2) An organization must be:

(a) A holder of a domestic repair station certificate under part 145 with appropriate ratings and have a person(s) certified under part 65 in its employ with five years experience similar to that specified in paragraph 802b(1) of this order; or

(b) An air carrier operating certificate holder with an FAA-approved Continuous Airworthiness Maintenance Program having a person(s) in its employ with five years experience similar to that specified in paragraph 802b(1) of this order; or

(c) A manufacturer having a person in its employ as defined in chapter 2, Table II of this order.

c. Issuance of Export Airworthiness Approvals for Class II Products.

(1) A DAR/ODAR applicant must have three years of experience as:

(a) An FAA airworthiness inspector (maintenance or avionics) involved in either the actual issuance of, or having responsibility for managing programs leading to the issuance of, or having responsibility for approvals for Class II products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought; or

(b) The holder of a mechanic certificate with an A&P rating or a repairmen's certificate (e.g., avionics, instruments, etc.) which must be current at the time of original application. This person must also demonstrate the ability to determine that Class II products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for recurrent export airworthiness approval meet part 21, subpart L, and the special requirements of the importing country; or

(c) The experience as outlined in chapter 2, Table II of this order.

(2) An organization must be:

(a) A holder of a domestic repair station certificate under part 145 with appropriate ratings and have a person(s) certified under part 65 in its employ with three years of experience similar to that specified in paragraph 802c(1) of this order; or

(b) An air carrier operating certificate holder with an FAA-approved Continuous Airworthiness Maintenance Program having a person(s) in its employ with three years experience similar to that specified in paragraph 802c(1) of this order; or

(c) A manufacturer as defined in chapter 2, Table II, of this order.

803. NEB PROCESS. The NEB will oversee and administer the following functions for applicants:

a. The National Designee Candidate Pool. The NEB is responsible for creating and maintaining a national designee candidate pool, which contains the application files of all maintenance DAR applicants who meet applicable requirements for the designation sought. Applicants approved for assignment to the national designee candidate pool will be categorized by the geographic area in which the applicant can serve and by the type of functions they seek to perform.

b. Maintenance DAR Applications. The NEB will accept and evaluate applications from maintenance applicants whose designations are governed by the guidance in FAA Order 8130.28, Airworthiness Designee Management Program, and AC 183-35, Airworthiness Designee Function Codes and Consolidated Directory for DMIR/DAR/ODAR/DAS/DOA and SFAR No. 36.

c. Referral of Applicants for Initial Designation. At the request of a managing RO which has determined the need for a designee the NEB will send the managing RO copies of applicant file(s) for the three most highly qualified DAR applicants appropriate for the designation needed and geographic area to be served. For maintenance DAR's, the RO will be responsible for evaluating, selecting and notifying the applicant from the files forwarded by the NEB. This responsibility may be delegated to the local FSDO/IFO.

(1) The managing office may accept or decline any applicant referred by the NEB, except in cases where fewer than three applicants are referred by the NEB, or when a referred applicant does not meet all applicable criteria. A managing office that declines all of the applicants referred by the NEB may not request further referral for a period of 6 months.

(2) If fewer than three appropriate applicants are available, the managing office may maintain an open request for files of all additional applicants that become available through the national candidate pool until such time that the NEB is able to refer three applicants.

(3) If a managing office requests applicants and there are no applicants in the national pool available to provide service in that managing office's geographical area, the NEB will immediately advise the managing office that no applicants are available. If the MANAGING OFFICE deems the need of a designee to be time critical and finds that geographical resolution is not appropriate or available, the MANAGING OFFICE may encourage a suitable applicant to apply and forward the person's application to the NEB with a request for priority processing. The NEB will convene within 10 days and approve or disapprove the application. The NEB will advise the managing office and the

applicant by the most expeditious means of the approval/disapproval of that application and continue to give priority handling to the managing office's request until the critical shortage is filled.

(4) If a managing office that has declined all applicants referred by the NEB requests new referrals after a lapse of 6 months, the NEB will again refer the three most highly qualified applicants currently in the national pool, appropriate to the designations needed and the geographic area to be served. Whether the applicants are the same or different from those previously referred shall have no bearing on current or subsequent referrals.

d. Violation History. At the time of the initial evaluation, the NEB will review the violation history of individuals who will perform any authorized functions; however, the NEB will not maintain a record of an applicant's violation history. The requesting managing office will review each violation history at the time the applicant's files are forwarded to the managing office by the NEB. The review must be accomplished before the managing office selects a candidate for designation.

e. Expanded Authority and Transfer Requests.

(1) Designees who have previously gone through the NEB process may only need to submit the technical portion of the application package along with Form 8110-28 to request expansion of their delegation. The managing FSDO or RO, as appropriate, may require additional portions of the application package. The Managing FSDO or RO, as appropriate, and the NEB will review these applications. The results will be documented in the designee's folder, the DIN updated, and the administrative requirements of the order accomplished in accordance with paragraph 808.

(2) DAR's applying for reinstatement to the FSDO who last had jurisdiction over the applicant, shall submit the completed Form 8110-28 directly to the designating FSDO. Former designees who relocate to another FSDO and request reinstatement shall be treated as initial applicants and will be required to submit an application to the NEB for evaluation and recommendation.

(3) DAR's holding a valid and current certificate of designation who wish to relocate to a different geographical area may do so, providing there is no break in service and the receiving FSDO agrees to the transfer.

804. APPLICATION PROCEDURES. All maintenance DAR applicants must complete Form 8110-28. This form is available and may be downloaded from the internet. The internet address is http://www.mmac.jccbi.gov/afs/afs600. The application package must also include three verifiable technical references that will substantiate the applicant possesses the required technical expertise for the designation sought. These references may be the same person(s) used for character references.

The package must also contain a letter from the geographically cognizant FSDO specifying the applicant meets all the general requirements specified in paragraph 801. Application documents should be addressed to:

Federal Aviation Administration
Designee Standardization Branch, AFS-640
ATTN: National Examiner Board
P.O. Box 25082
Oklahoma City, OK 73125-0082

a. Authorized Functions. The following is a list of maintenance functions that may be delegated to a maintenance designee:

DAR/ODAR-T Codes and Function description.

NOTE: Manufacturing Inspectors are primarily responsible for original airworthiness certification, and Flight Standards Airworthiness Inspectors are primarily responsible for recurrent airworthiness certification. Both original and recurrent may be delegated to a DAR/ODAR. Cross utilization of designees may be delegated by mutual agreement between Manufacturing and Flight Standards managing office(s).

(1) Code 23 - Issue recurrent standard airworthiness certificates for U.S.-registered aircraft.

NOTE: These airworthiness certificates include non-U.S. manufactured aircraft imported to the United States from the country of manufacture with whom the United States has a BAA or BASA together with an Export Certificate of Airworthiness statement from the CAA indicating the aircraft meets the U.S. type design and is in a condition for safe operation.

(2) Code 24 - Issue recurrent standard airworthiness certificates for non-U.S. manufactured aircraft imported from countries other than the country of manufacture with whom the United States has a bilateral agreement (s).

NOTE: Import aircraft for which a U.S. TC has been issued under 14 CFR section 21.29 are required to be accompanied by an Export Certificate of Airworthiness. Otherwise the CAA of the country of manufacture with whom the United States has a bilateral agreement (i.e., BAA or BASA) that provides for its issuance, must provide a certified statement that the aircraft conforms to its U.S. TC and is in a condition for safe operation.

(3) Code 25 - Issue recurrent special airworthiness certificates for U.S.-registered restricted category aircraft.

NOTE: Non-U.S. manufactured aircraft imported from countries other than the country of manufacture are not eligible for this issuance.

(4) Code 26 - Issue recurrent/original special airworthiness certificates, in the experimental category, for the purposes of exhibition or air racing on U.S.-registered aircraft located in the United States.

(5) Code 27 - Issue recurrent/original special airworthiness certificates for primary category aircraft.

(6) Code 28 - Issue recurrent/original special airworthiness certificates, in the experimental category, for the purposes of operating amateur-built aircraft, market survey, research and development, and crew training on U.S.-registered aircraft.

NOTE: Spare and surplus apply only to sections 21.21 and 21.27 type certificated aircraft.

(7) Code 29 - Issue special flight permits for U.S.-registered aircraft for the purposes outlined in section 21.197(a)(1), (2), (4), and 21.197(b).

(8) Code 30 - Issue recurrent/original special airworthiness certificates for limited category.

(9) Code 31 - Issue recurrent export airworthiness approvals for Class I products in accordance with part 21, subpart L.

(10) Code 32 - Issue recurrent export airworthiness approvals for Class III products that are manufactured and located in the United States in accordance with part 21, subpart L.

(11) Code 33 - Issue replacements for lost, stolen, or mutilated standard or special airworthiness certificates if the proper documentation can be obtained from the applicant.

NOTE: This includes the replacement of certificates when the aircraft registration number changes.

805. FAA EMPLOYEE APPLICATIONS. Current FAA employees will not be appointed as designees until their employment with the FAA has been terminated. FAA employees may not apply to the NEB earlier than 120 days before the actual date of termination. Former FAA employees who submit an application within three years from the time their FAA employment terminates are exempt from the Standardization and Interface portions of the application package. However, their application

must be accompanied by a letter of recommendation from their former FAA supervisor. All other portions of the application package are required to be filled out and returned because former employees must still substantiate their experience while employed by the FAA, or other experience within the aircraft industry. Appointments will be limited to functions performed while employed by the FAA or other experience within the aircraft industry. If a former FAA employee submits an application beyond three years from the date of termination, all application requirements apply.

806. MAINTENANCE ODAR APPLICATIONS. Applications for a maintenance ODAR appointment shall be submitted on Form 8110-28 to the managing RO, and must include a letter from the focal point within the organization applying for an ODAR, identifying persons who will perform authorized functions, and attest to their technical qualifications. Supplemental statements which include each individual's name, signature, and substantiation must meet the general and specialized experience requirements of this order. Maintenance ODAR applications must also include:

a. An organizational procedures/manual as outlined in appendix 1, figure 6 of this order that:

(1) Establishes an organizational focal point to interface with the FAA on behalf of the ODAR.

(2) Establishes and outlines the ODAR's organizational freedom to function as a representative of the FAA.

(3) Defines how the ODAR will interface and function with other elements of the company.

(4) Ensures only appropriately qualified individuals will perform any authorized function(s).

(5) Lists all individuals who will perform authorized functions within the ODAR by name and function(s).

b. ODAR Focal Point. The application for an ODAR must be signed by the focal point. The focal point is a management official within the applicant's quality organization who will have sufficient authority to effect change within the ODAR, will be responsible for management and oversight of the ODAR, and will serve as the FAA focal point for ODAR activities.

c. ODAR Qualification Requirements. Unlike an individual DAR, it is the ORGANIZATION that must meet all DAR qualifications for authorized functions identified in the approved procedures/manual. The ODAR is responsible for assuring the individual authorized representatives identified in the ODAR procedures/manual COLLECTIVELY meet the overall qualification criteria in this order, not each individual performing specific functions under the ODAR. Therefore, the individuals within an ODAR designation need only the skill and ability necessary to make the required airworthiness determination consistent with type and complexity of authorized function(s) to be performed. The ODAR is responsible for ensuring compliance with FAA regulations and terms of the appointment. Corrective action will be directed at the ORGANIZATION and not individuals authorized within the ODAR.

807. APPLICANT NOTIFICATION. For maintenance DAR's, the NEB, after reviewing the DAR application package, will notify the applicant in writing whether the applicant was placed into the national candidate pool or found not qualified. The NEB should identify the areas the applicant was found not qualified. The applicant should retain a copy of all documents submitted to the NEB for the applicant's personal records.

a. Applicants who are approved will be assigned to the national DAR candidate pool for 2 years or until the applicant is selected for designation by a managing office, whichever comes first. When a managing office accepts a candidate for designation, the candidate's file will be transferred to the designating managing office. After 2 years, candidates not selected for designation will be deleted from the pool and must repeat the application process to apply for reassignment to the candidate pool.

b. An applicant who is not approved for assignment to the DAR-T candidate pool may request a review of the NEB's decision by a Flight Standards appeals board. The decision of the appeals board is final. A letter signed by the Flight Standards Service Director will convey the board's decision to the applicant.

c. For maintenance ODAR's, the RO will be responsible for evaluating, selecting, and notifying the applicant directly from all applications received. This responsibility may be delegated to the local FSDO/IFO.

808. ADMINISTRATIVE REQUIREMENTS.

a. The designee's authorization number will be composed of:

(1) The type of designation (DAR or ODAR).

(2) A suffix of "T" added after the designation type to identify the designee as a maintenance designee.

(3) The DIN-generated I.D. number (six digits).

(4) The geographical region code (i.e., AL-Alaska Region, CE-Central Region, EA-Eastern Region, GL-Great Lakes Region, NE-New England Region, NM-Northwest Mountain Region, SO, Southern Region, SW-Southwest Region, WP-Western Pacific Region).

NOTE: For example, a maintenance ODAR's number who had been appointed out of the Northwest Mountain Region would be ODART-123456-NM.

809. GENERAL DESIGNEE ORIENTATION. The initial orientation for all maintenance designees will be accomplished by the managing office personnel and should include the following items:

a. Flight Standards Service Organizational Structure. Review organizational structure of the Flight Standards Service region system.

b. Managing Office Structure. Review the applicable organizational structure.

c. Personnel. Introduce the designee to managing office personnel.

d. Geographic Restrictions. Explain the procedures for operating across geographic boundaries.

e. Administrative Responsibilities. Familiarize the designee with all necessary administrative procedures, practices, oversight, and official records, and provide the designee with all pertinent forms and instructions.

f. Compliance with Policy. Explain that designees are required to use and implement FAA policy and guidance material (AC's, notices, orders, etc.) in addition to the regulations and any other special instructions conveyed by the managing office.

g. Appointment and Renewal Procedures. Explain appointment and renewal procedures.

h. Relocation Procedures. Explain steps that must be taken if the designee moves to an area for which another appointing office is responsible.

i. Workshops/Conferences. Review minutes of recently held designee workshops/conferences and provide copies as appropriate.

j. Training. Explain that the FAA requires the designee to participate in periodic FAA seminars or training to ensure that the designee is familiar with current FAA policy and procedures. The designee will be notified of seminars, when appropriate. Newly appointed DAR's or authorized representative(s) within an ODAR must attend the next available Initial Standardization Seminar for DMIR/DAR/ODAR.

810. MAINTENANCE DAR ORIENTATION. The following additional items should be reviewed with each DAR:

a. Product Certification. DAR's should be cautioned that any irregularities or deficiencies related to the product certificated may result in the termination of their designation under the provisions of § 183.15(d)(4).

b. Authorized Functions. Remind the DAR to perform only authorized functions within the limits of their authority.

c. Communication. Remind the DAR to contact the managing office for authorization BEFORE accepting any certification or inspection activity requested by an applicant and obtaining any special directions or instructions deemed necessary.

d. Activity Reports. DAR's must provide information relating to their accomplishments according to the schedule established with the managing office.

e. Safeguarding of Forms. Emphasize that the DAR must ensure all FAA forms, certificates, and other official documents are properly safeguarded. Under no circumstance shall any certificate be in the possession of an applicant until the certificate has been completed and signed by the DAR. All airworthiness certificates or approvals and related documents will include the DAR's printed or typed name, signature, and designation number.

f. Conflicts of Interest. DAR's are not allowed to perform any mechanical, maintenance, or inspection function on behalf of an applicant (e.g., owner, agent, repair station, PAH, etc.) on products for which an airworthiness certificate or approval is sought. This would not preclude the DAR from performing maintenance, mechanical functions, or inspections in a non-DAR capacity when NOT involved in the airworthiness certification/approval actions under the DAR authority.

g. Use of Authority. DAR's are to ensure products meet the FAA-approved type design data, are in a condition for safe operation, and comply with any other applicable regulations (e.g., AD's, marking requirements, registration, special importing requirements, etc.) before issuing airworthiness certificates. The DAR's will seek guidance from their managing office when problems arise that cannot be resolved by the DAR's.

h. Document Submittal. DAR's are to submit applicable original or duplicate documents within seven days of completion to the managing office for review.

i. Airworthiness Applications. Emphasize that the DAR is to review applications for completeness and ensure the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent. When appropriate, the DAR must also obtain a completed Form 8130-9 from an applicant before performing any inspections.

811. MAINTENANCE ODAR ORIENTATION. The following additional items should be reviewed with each ODAR:

a. Procedures Manual. Remind the ODAR to comply with all provisions of their FAA-approved procedures/manual and are to ensure all authorized functions are performed within the limits of authority.

b. Authorized Representatives. Ensure the ODAR understands only authorized representatives listed in the FAA-approved procedures/manual are allowed to perform any authorized function. In addition, remind the ODAR that no authorized function may be delegated.

c. Use of Authority. Remind the ODAR to perform all authorized functions in accordance with pertinent parts of the CFR, FAA directives, and any other specific instructions conveyed by the managing office.

d. Certificate of Authority. Remind the ODAR to provide a copy of the Certificate of Authority to all authorized representatives who perform authorized functions and ensure the copies are kept within the immediate work area.

e. Safeguarding of Forms. Emphasize that the ODAR must ensure all FAA forms, certificates, and other official documents are properly safeguarded. Airworthiness certificates/approvals, and related documents will indicate the ODAR's assigned number, printed or typed name, and signature of the authorized individual under the ODAR designation.

812. MAINTENANCE OF FILES. Managing offices will establish and maintain a file for each designee. All designee files will contain as a minimum:

a. Original letter of request from the company requesting appointment when the applicant is an ODAR.

b. Original Form 8110-28.

c. The completed designee application.

d. Copy of current Certificate of Authority (FAA Form 8430-9).

e. Copy of current Certificate of Designation (FAA Form 8000-5).

f. Verification of attendance at designee standardization seminars.

g. Records of discussion or counseling.

h. Records of renewal correspondence.

813. APPEAL PROCESS.

a. Maintenance DAR. An appeal process is provided for through the NEB Charter.

b. Maintenance ODAR. Maintenance ODAR's may appeal the decision regarding a denied or reduced designation. If not satisfied with the decision, an applicant may, within 60 days of the date of the FAA decision letter, notify the FAA in writing and request a review by the appropriate RO. The RO must verify that the request for appeal was received within 60 days. If so, the RO then schedules the meeting, notifies all parties involved, and provides appropriate copies of all documentation. The RO will consider all available information and may interview the applicant, FAA personnel, or may invite other persons to be resources at their deliberations. The RO's decision is FINAL.

c. The RO shall determine if the appointment process was conducted properly by reviewing the documentation in the appellant's file, the written justification, and any other information deemed appropriate. If discrepancies are found, appropriate actions shall be taken to ensure the future integrity of the appointment process.

d. The RO shall complete their deliberations within 60 days from the date of the appeal.

e. The decision must be documented and signed by the manager of the RO. The RO will prepare the letter of appointment or denial for the appointing office manager who will provide the decision to the appellant.

FIGURE 1. SAMPLE FAA FORM 8110-14, STATEMENT OF QUALIFICATIONS (FRONT SIDE - REDUCED SIZE)

Organizations complete only the applicable blocks and attach separate resumes with the names, signatures, titles and qualifications of those persons who would actually perform the authorized functions.

US Department of Transportation
Federal Aviation Administration

STATEMENT OF QUALIFICATIONS
(DAR—DMIR—DER—DPRE—DME)

Form Approved OMB-2120-0035

INSTRUCTIONS: *Print or type all entries except signatures*

3. U.S. CITIZEN ☒ Yes € No

1. NAME *(Last, first, middle)* **OR ORGANIZATION**
Roe, John D.

PHONE NUMBER
(333) 333-3333

4. SOCIAL SECURITY NO.
355-40-5523

2. ADDRESS (*Number, street, city, state, and ZIP code)*
1352 N. Bangor Ct., Irving, TX 75060

5. DATE OF BIRTH
July 4, 1945

6. DESIGNATION SOUGHT

☒ Designated Manufacturing Inspection Representative (DMIR)

€ Designated Mechanic Examiner (DME) | € Airframe Rating | € Powerplant Rating

€ Designated Parachute Rigger (DPRE) | € Seat | € Back | € Chest | € Other

€ Designated Engineering Representative (DER)
- € Structural Engineering
- € Engine Engineering
- € Powerplant Engineering
- € Propeller Engineering
- € Systems and Equipment Engineering
- € Flight Analyst
- € Acoustical Engineering
- € Flight Test Pilot

€ Designated Airworthiness Representative (DAR)
- € Manufacturing Function(s)
- € Engineering Functions(s)
- € Maintenance Function(s)

NOTE:
A separate application must be submitted for each discipline i.e. manufacturing engineering, maintenance.

DAR applicants shall identify specific function(s), currently authorized in AC 183-33, for which appointment is sought:

7. EXPERIENCE RESUME FOR NUMBER OF YEARS, AS APPROPRIATE, PERTINENT TO DESIGNATION SOUGHT. ***Use additional sheets if necessary)***

Dates From	Dates To	Employer's Name	Position Title and Duties
1-84	Pres.	J. D. Roe & Associates, Dallas, TX	Machine Shop Foreman

8. EDUCATION AND TRAINING HIGH SCHOOL LEVEL AND ABOVE PERTINENT TO DESIGNATION SOUGHT.

Dates From	Dates To	Name of School	Curriculum or Study Program	Degrees Received
9-74	7-79	Oklahoma State Aero Tech Stillwater, TX	A&P Mechanics	Associate

9. FAA CERTIFICATES NOW HELD PERTINENT TO DESIGNATION SOUGHT.

Type	Certificate No.	Rating	Date Each Rating Issued

10. EMPLOYER'S RECOMMENDATION ***(To be completed for DER and DMIR only)***

I recommend the person identified above be appointed as:
€ Designated Engineering Representative ☒Designated Manufacturing Inspection Representative

Date	Primary Business	Signature
May 19, 1996	Aircraft Engine Parts	John E. Davis

11. LOCATION WHERE DESIGNEE FUNCTIONS WILL BE PERFORMED ***(To be completed for DAR, DME, and DPRE only)***

Address	Telephone Number
(NOT APPLICABLE)	

12. CERTIFICATION: I certify that the above statements are true to the best of my knowledge and that I am familiar with the Federal Aviation Regulations pertinent to the designation sought.

Date	Signature
May 19, 1996	John D. Roe

FAA Form 8110-14 (3-83) SUPERSEDES PREVIOUS EDITION **(REPRESENTATION)** **NSN: 0052-00-047-**

FIGURE 1 (CONTINUED). SAMPLE FAA FORM 8110-14, STATEMENT OF QUALIFICATIONS (REVERSE SIDE - REDUCED SIZE)

13. ACTION RECORD *(For FAA Use Only)*

Designees Name/Organizational Name	**Designation Number**
John D. Roe	
Date Applicant Interviewed September 6, 1996	**Date Certificate of Authority Expires** October 3, 1997
Date References Verified September 25, 1996	
Date Applicant Notified September 30, 1996 ☒ **Accepted** € Denied	**Signature of Approving Authority** James Thompson

14. RECORD OF APPROVAL

☒ Designated Manufacturing Inspection Representative (DMIR)

€ Designated Mechanic Examiner (DME)	€ Airframe Rating		€ Powerplant Rating	
€ Designated Parachute Rigger (DPRE)	€ Seat	€ Back	€ Chest	€ Other

€ Designated Engineering Representative (DER)	€ Structural Engineering	€ Engine Engineering
	€ Powerplant Engineering	€ Propeller Engineering
	€ Systems and Equipment Engineering	€ Flight Analyst
	€ Acoustical Engineering	€ Flight Test Pilot

€ Designated Airworthiness Representative (DAR)	€ Manufacturing Function(s)	**NOTE:** A separate approval is required for each discipline
	€ Engineering Functions(s)	
	€ Maintenance Function(s)	

Function(s) Authorized *(Identify specific functions authorized including any limitations)*

15. RECORD OF SUBSEQUENT ACTIONS

Type			Name Address and Telephone No. *(If Changed)*	Date Status of Designee Amended	FAA Official
Annual Renewal	Change of Address	Cancellation			

FIGURE 2. SAMPLE DER APPLICATION PACKAGE SUBMITTAL LETTER

U.S. Department
of Transportation
**Federal Aviation
Administration**

Dear DER Applicant:

Enclosed is a DER application package that will assist you in preparing and submitting all the required information. Chapter 2, Tables I-IV of FAA Order 8100.8 contains specific information which must be provided by applicants who seek appointment as DERs. Evaluation of an applicant's information will determine if the applicant is appointed as a DER, identified as a candidate, or have their application denied. When an applicant meets the criteria, has had adequate direct FAA interaction and verifiable documentation, and the FAA has the need and ability to manage, appointment is made. When all criteria have been met except for adequate interaction with the FAA, an applicant may be identified as a DER candidate. Failure to meet the applicable criteria will result in a denial.

The following items make up the DER application package:

1. FAA Form 8110-14, Statement of Qualifications (DAR-DMIR-DER-DPRE-DME). If you are seeking appointment as a company DER, please ensure your employer completes item 10 and submits a letter requesting the appointment. *THIS FORM MUST BE COMPLETED AND RETURNED*.

2. Evaluation Forms for GENERAL REGULATORY, TECHNICAL, INTERFACE, and STANDARDIZATION criteria. The supplementary information which is required for REGULATORY, TECHNICAL, and INTERFACE criteria should be attached to the applicable sheet and *RETURNED*.

3. Additional TECHNICAL CRITERIA forms. These forms are specialized to the particular airworthiness engineering discipline for which you are seeking a designation. Fill in your name in the space provided on the first page of each of these sheets. Then indicate the Authorized Areas and Delegated Functions for which you are seeking appointment and write your name on each of these sheets.

Please note the additional specific requirements if you are requesting a designation as a Flight Test Pilot, a Structural DER with a Delegated Function of damage tolerance evaluation, fatigue analysis, or a DER with a Delegated Function of software approval. Your supplementary documentation must verify that you have satisfied all of these additional specific requirements. The above items *MUST BE COMPLETED AND RETURNED* for evaluation in accordance with FAA Order 8100.8. Please make information on your application as complete as possible. Concise, accurate, and detailed records are essential for prompt processing of your application. Incomplete packages will be returned. Please forward your application package to:

DOT/FAA
[Location] Aircraft Certification Office
ATTN.: [APC name]
[Address]

If you have any questions regarding this application package, please contact [APC name] at [telephone number].

[Signature Block}

FIGURE 3. DER APPLICATION EVALUATION

Applicant's Name_____

GENERAL REGULATORY CRITERIA

Regulatory Experience and Expertise

Regulatory Experience and Expertise Explained:

This form documents your knowledge of the meaning and application of the Code of Federal Regulations (CFRs). This knowledge allows the DER to determine compliance with the appropriate airworthiness regulations. In the REGULATORY CRITERIA blocks, check the spaces next to the CFR part(s) for which you are seeking a designation. You must submit supplementary documentation which verifies where and how you acquired your knowledge of acceptable compliance to the requested CFR part. An example might look as follows:

> "From 1987 to the present, I have been employed by the Big Airplane Company in Mojave, Texas. My recent position (1995-1997) was as a Systems Integration Engineer on the re-engine modification project on the AA-490 airplane. I reviewed and coordinated with the FAA Project Manager, Mr. J. Smith, on the certification basis for this project. I reviewed applicable Advisory Circulars in the 20- and 25- series and prepared and submitted the Certification Plan for the project. There were four Special Conditions on this project that I coordinated with the FAA and developed the method of compliance for lightning, HIRF, composite nacelles, and cockpit instruments. The Special Conditions and Method of Compliance Issue Papers were coordinated with Mr. R. Jones of the Transport Directorate Standards Staff.

DER APPLICANT USE ONLY	***FAA USE ONLY***	
CRITERIA DESCRIPTION:	**Adv**	**EP**
Applicant provides supplementary documentation to verify he/she is cognizant of regulatory requirements and problems related to civil aircraft approvals and has had direct experience requiring expertise in the certification process.		

DER APPLICANT USE ONLY		***FAA USE ONLY***	
Requested	**Possesses a working knowledge of the pertinent FAA regulations.**	**Adv**	**EP**
	CFR 21		
	CFR 23		
	CFR 25		
	CFR 27		
	CFR 29		
	CFR 31		
	CFR 33		
	CFR 34		
	CFR 35		
	CFR 36		
NOTE: The delegation of a specific regulation also includes the delegation for predecessor and other applicable regulations.			

Supplementary Documentation (attach additional sheets as required).

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL TECHNICAL CRITERIA

Technical Expertise and Experience

Technical Expertise and Experience Explained:

This form documents that the you have had at least 8 years of progressively responsible experience in the appropriate engineering discipline. Incorporated into these criteria is a requirement to possess knowledge of those fundamentals common to all engineering disciplines. This form is also used to determine the Delegated Functions/Authorized Areas that are the basis for the scope of appointment. You must list at least three references and include telephone numbers at which they may be reached during normal business hours Monday through Friday. These references must be persons who have first-hand knowledge of your technical abilities. These persons must possess the technical knowledge necessary to make such a judgment regarding your technical ability. Although not required, it will be helpful if these references are persons known to the Aircraft Certification Service. You must include supplementary documentation which verifies that you possess appropriate engineering knowledge. This may be done by listing an engineering degree from an accredited university, by indicating you have successfully completed the Engineer-In-Training test of a state's Professional Engineering Registration program, or by documenting experience and education by which you have gained the basic knowledge common to all engineering disciplines.

DER APPLICANT INFORMATION	***FAA USE ONLY***		
CRITERIA DESCRIPTION:	**Adv**		**EP**
Basic Engineering Knowledge: (fundamentals) Accredited Engineering Degree Documented Knowledge			
List a minimum of three verifiable technical references (You may use the same three as character references): 1. _____ Name Phone Number 2. _____ Name Phone Number 3. _____ Name Phone Number 4. _____ Name Phone Number 5. _____ Name Phone Number		***ACO advisor must contact at least three references giving positive recommendations.*** ***Or*** ***Advisor attaches justification for not contacting references.***	
Engineering Experience: 8 years experience *(An engineering degree or equivalent may be substituted for 4 years of this requirement)*		Advisor lists years rated_____	

Supplementary Documentation (attach additional sheets as required).

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL INTERFACE CRITERIA

Direct Interface With FAA Personnel and Procedures

Direct Interface With FAA Personnel and Procedures Explained:

This form is used to document both your character references and your direct interface with the FAA personnel and procedures. List at least three references and include a telephone number where they may be contacted during normal office hours Monday through Friday. These references should be able to verify your integrity, ethics, and interpersonal skills.

DER APPLICANT INFORMATION		*FAA USE ONLY*	
CRITERIA DESCRIPTION		**Adv**	**EP**
List a minimum of three verifiable character references who can substantiate that you possess integrity and sound judgment. (You may use the same three as technical references): 1. _____ Name Phone Number 2. _____ Name Phone Number 3. _____ Name Phone Number 4. _____ Name Phone Number 5. _____ Name Phone Number			
Applicant has the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.			
Applicant has demonstrated adequate experience working directly with the FAA within the technical discipline requested.			
Applicant has a good command of the English language, both oral and written.			
Applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA prior to appointment.			
Applicant shall possess unquestionable integrity, sound judgment and a cooperative attitude. (Company applicant must include a statement from the company attesting to these attributes)			
Company applicant must report to a level of management in the Organization sufficient to enable the applicant to administer the pertinent FAA regulations effectively without undue pressure or influence from other organization elements.			
Applicants title:	Executive Title Y/N (Circle One)		

You must include documentation showing that you have had significant experience in a direct working relationship with the FAA. This documentation should be in the format of: Projects worked, Dates of work, Activity involved, Point of contact within the FAA. An example might look as follows:

"Big Airplane AAA-44, April 1989 to present, STC project for EFIS system on Boeing Model 727-200; Jerry Smith (1989-1990) and multiple STC projects; George Burns (1990-present)."

Supplementary Documentation (attach additional sheets as required)

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL STANDARDIZATION CRITERIA

Knowledge of the Standardized FAA DER System

Knowledge of the Standardized FAA DER System Explained:

This form is used to document your knowledge of DER responsibilities, authority, limitations, activities and procedures while serving as a representative of the FAA Administrator in the FAA certification process. Following the STANDARDIZATION CRITERIA form is the DER Knowledge-Based Test, which is used as evidence of your knowledge of DER functions. Complete the test, affirm with your signature, and return it with the rest of the application package. You may gain this knowledge through experience, attending FAA DER Standardization Seminars, or by directed self study.

DER APPLICANT INFORMATION	*FAA USE ONLY*		
CRITERION DESCRIPTION:	**Adv**		**EP**
Applicant completes knowledge-based test		Review completed test	

List relevant Standardization experience (Seminars attended etc.).

_____

_____

_____

_____

_____

Knowledge-Based Test

Answer the following questions by darkening in the circle preceding the correct answer.

1. The FA Act of 1958:
   - O Abolished CAA and created the FAA
   - O Regulates and promotes civil aviation
   - O Delegated certain functions to qualified individuals
   - O All of the above

2. CAM documents contain policy material only.
   - O True
   - O False

3. The airworthiness standards were recodified in 1965 and called FARs.
   - O True
   - O False

4. Advisory Circulars contain the only acceptable way to comply with the regulations.
   - O True
   - O False

5. The four certification Directorates are responsible for:
   - O Writing technical policy
   - O Writing rules
   - O Issuing Airworthiness Directives
   - O All of the above

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

6. CFR Part 183 specifies the types of designees and authorizes appointment of qualified individuals as designees.
   - O True
   - O False

7. CFR Part 21 is:
   - O An airworthiness standard
   - O A procedural rule
   - O An advisory circular
   - O All of the above

8. An applicant for a TC or STC must:
   - O Submit the type design
   - O Apply using the designated form
   - O Show compliance with applicable CFRs
   - O All of the above

9. According to part 21 and FAA Order 8110.4( ), type design does not include:
   - O Drawings and specifications
   - O Reports and computations
   - O Dimensions, materials, and processes
   - O Instructions for Continued Airworthiness

10. Type Certification Board Meetings:
   - O Follow a formal agenda
   - O Resolve major project issues
   - O Are documented in minutes
   - O All of the above

11. A tool for documenting compliance with applicable requirements is:
   - O A project schedule
   - O The CFRs
   - O A compliance checklist
   - O A report index

12. Before witnessing an official FAA test, a DER should:
   - O Have an approved test plan
   - O Verify that conformity inspection is complete and satisfactory
   - O Have been delegated to witness the test
   - O All of the above

13. The document which authorized ground inspections and ground/flight tests is a:
   - O Type Inspection Authorization
   - O Compliance Checklist
   - O Conformity Inspection Record
   - O Supplemental Type Certificate

14. Which of the following is <u>never</u> a change to type design:
   - O Acoustical change
   - O Major alteration
   - O Major repair
   - O Airworthiness Directive

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

15. Which of the following is not a requirement for being appointed as a DER?
    - O Having integrity, sound judgment, and a cooperative attitude
    - O Being a registered Professional Engineer
    - O Having a thorough working knowledge of the pertinent CFR
    - O Having at least one year of experience in direct contact with the FAA

16. The FAA may refuse to renew the appointment of a DER for inactivity.
    - O True
    - O False

17. A DER may approve data using FAA Form:
    - O 8100-1
    - O 337
    - O 8110-3
    - O All of the above

18. A DER's area of responsibility includes instructions for continued airworthiness.
    - O True
    - O False

19. Aircraft maintenance manuals are FAA approved.
    - O True
    - O False

20. CFR Part 21 requires the manufacturer to report certain failures, malfunctions, and defects.
    - O True
    - O False

21. Service Bulletins that will be referenced in ADs must be coordinated with the FAA.
    - O True
    - O False

22. Which of the following is responsible for maintaining an aircraft in an airworthy condition?
    - O DER
    - O Original Equipment Manufacturer
    - O Owner/operator
    - O Repair station or certified mechanic

23. FAA Form 8110-3 can be used to return an aircraft to service.
    - O True
    - O False

24. A DER with appropriate delegation can approve the following:
    - O A service bulletin not referenced in an AD
    - O Engineering data for alterations and repairs
    - O Type Design data
    - O All of the above

25. The NRS provides technical guidance, advice, and assistance to FAA and DERs.
    - O True
    - O False

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

26. The AEG provides operation and maintenance input to the aircraft certification process.
    - O True
    - O False

27. DER procedures are covered in which document:
    - O CFR part 21
    - O Order 8110.37
    - O Order 8100.5
    - O CFR part 183

28. Attendance at a DER Standardization Seminar is:
    - O Unnecessary
    - O Highly recommended
    - O Mandatory

29. A DER may make a finding of compliance with foreign regulations.
    - O True
    - O False

30. A structural DER delegation can approve major repairs without special authorization.
    - O True
    - O False

31. A Consultant DER must notify his appointing ACO when he/she changes address.
    - O True
    - O False

32. A Consultant DER conducting work with a project ACO other than his/her appointing ACO must submit a copy of any FAA Form 8110-3 forms to the appointing office.
    - O True
    - O False

I hereby affirm that I completed this DER test.

_____ _____
SIGNATURE DATE

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

STRUCTURAL

Reference FAA Order 8110.37, Appendix 2, Chart A

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions & Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (**Adv**) evaluates requested area(s), recommends area(s) to Evaluation Panel (**EP**). (Y=YES; N=NO) and provides rationale.
- Evaluation Panel evaluates area(s) recommended by Advisor, marks **EP** column. (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**STATIC ANALYSIS**	**Adv**	**EP**
	1A Structure - General (1)		
	1B Wing Group		
	1C Fuselage Group		
	1D Empennage Group		
	1E Landing Gear		
	1F Flight Controls		
	1G Rotor		
	1P Structure Special (Specify)		
Requested Areas	**DYNAMIC ANALYSIS**	**Adv**	**EP**
	2A Structure - General (1)		
	2E Landing Gear		
	2G Rotor		
	2P Structure Special (Specify)		
Requested Areas	**FATIGUE ANALYSIS**	**Adv**	**EP**
	3A Structure - General (1)		
	3B Wing Group		
	3C Fuselage Group		
	3D Empennage Group		
	3E Landing Gear		
	3G Rotor		
	3P Structure Special (Specify)		
Requested Areas	**DESIGN AND CONSTRUCTION**	**Adv**	**EP**
	4A Structure - General (1)		
	4B Wing Group		
	4C Fuselage Group		
	4D Empennage Group		
	4E Landing Gear		
	4F Flight Controls		
	4G Rotor		
	4K Interior Arrangements		
	4L Interior Materials		
	4M Fire Protection		
	4N Evacuation Systems		
	4O Door Systems		
	4P Structure Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**FLUTTER / GROUND VIBRATION**	**Adv**	**EP**
	5A Structure - General (1)		
	5G Rotor		
	5P Structure Special (Specify)		
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	6A Structure - General (1)		
	6E Landing Gear		
	6F Flight Controls		
	6M Fire Protection		
	6N Evacuation Systems		
	6O Door Systems		
	6P Special (Specify)		
Requested Areas	**FLOTATION AND DITCHING ANALYSIS**	**Adv**	**EP**
	7A Structure - General (1)		
	7P Special (Specify)		
Requested Areas	**STRUCTURAL LOADING LIMITATIONS**	**Adv**	**EP**
	8H Loading Control Documents		
	8P Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	9A Structure - General (1)		
	9B Wing Group		
	9C Fuselage Group		
	9D Empennage Group		
	9E Landing Gear		
	9F Flight Controls		
	9G Rotor		
	9K Interior Arrangements		
	9L Interior Materials		
	9M Fire Protection		
	9N Evacuation System		
	9O Door Systems		
	9P Structure Special (Specify)		

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

STRUCTURAL

Reference FAA Order 8110.37, Appendix 2, Chart A

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**MATERIAL & PROCESS SPECIFICATIONS**	**Adv**	**EP**
	10I Metallic Materials		
	10J Nonmetallic Materials		
	10P Structure Special (Specify)		
Requested Areas	**FLAMMABILITY**	**Adv**	**EP**
	11L Interior Materials		
	11M Fire Protection		
	11P Special (Specify)		
Requested Areas	**DAMAGE TOLERANCE EVALUATIONS**	**Adv**	**EP**
	12A Structural - General (1)		
	12G Rotor		
	12P Special (Specify)		

NOTE (1): Embraces all airframe components such as wing, fuselage, empennage, landing gear, flight controls, engine mounts, and special components, but does not apply to rotors.

Additional requirements for a Delegated Function of Damage Tolerance Evaluation:

(a) Education -
Circle One
Yes No 1. A degree in Engineering Mechanics, or
Yes No 2. A degree in Aerospace/Aeronautical Engineering, or
Yes No 3. A degree in Mechanical Engineering, or
Yes No 4. A degree in Civil Engineering.
Yes No 5. In addition to one of the above, a course in fractures mechanics is desirable, if not taken during the degree program.

(b) Experience -
Circle One
Yes No 1. Two to three years experience in airframe stress analysis; and
Yes No 2. Three to five years continuous experience in damage tolerance analysis, performing as the principal investigator and responsible for results and conclusions for at least two of those years.

Additional requirements for a Delegated Function of Fatigue Analysis:

(a) Education -
Circle One
Yes No 1. A degree in Engineering Mechanics, or
Yes No 2. A degree in Aerospace/Aeronautical Engineering, or
Yes No 3. A degree in Mechanical Engineering, or
Yes No 4. A degree in Civil Engineering.
Yes No 5. In addition to one of the above, a course in fatigue analysis is desirable, if not taken during the degree program.

(b) Experience -
Circle One
Yes No 1. The equivalent of two full years experience in fatigue analysis. This experience shall be within the last ten years prior to appointment.

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

POWER PLANT INSTALLATIONS

Reference FAA Order 8110.37, Appendix 2, Chart B

DER APPLICATION EVALUATION TECHNICAL CRITERIA

Delegated Functions & Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (**Adv**) evaluates requested area(s), recommends area(s) to Evaluation Panel (**EP**). (Y=YES; N=NO) and provides rationale.
- Evaluation Panel evaluates area(s) recommended by Advisor, marks **EP** column. (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**ENGINE INSTALLATION**	**Adv**	**EP**
	1A Airplane Turbine Engine		
	1B Airplane Piston Engine		
	1C Rotorcraft Turbine Engine		
	1D Rotorcraft Piston Engine		
	1E Auxiliary Power Unit (APU)		
	1F Special (Specify)		
Requested Areas	**FUEL & OIL**	**Adv**	**EP**
	2A Airplane Turbine Engine		
	2B Airplane Piston Engine		
	2C Rotorcraft Turbine Engine		
	2D Rotorcraft Piston Engine		
	2E Auxiliary Power Unit (APU)		
	2F Special (Specify)		
Requested Areas	**INDUCTION / EXHAUST SYS.**	**Adv**	**EP**
	3A Airplane Turbine Engine		
	3B Airplane Piston Engine		
	3C Rotorcraft Turbine Engine		
	3D Rotorcraft Piston Engine		
	3E Auxiliary Power Unit (APU)		
	3F Special (Specify)		
Requested Areas	**THRUST REVERSERS**	**Adv**	**EP**
	4A Airplane Turbine Engine		
	4B Airplane Piston Engine		
	4F Special (Specify)		
Requested Areas	**FIRE PROTECTION**	**Adv**	**EP**
	5A Airplane Turbine Engine		
	5B Airplane Piston Engine		
	5C Rotorcraft Turbine Engine		
	5D Rotorcraft Piston Engine		
	5E Auxiliary Power Unit (APU)		
	5F Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**ICE PROTECTION**	**Adv**	**EP**
	6A Airplane Turbine Engine		
	6B Airplane Piston Engine		
	6C Rotorcraft Turbine Engine		
	6D Rotorcraft Piston Engine		
	6E Auxiliary Power Unit (APU)		
	6F Special (Specify)		
Requested Areas	**COOLING**	**Adv**	**EP**
	7A Airplane Turbine Engine		
	7B Airplane Piston Engine		
	7C Rotorcraft Turbine Engine		
	7D Rotorcraft Piston Engine		
	7E Auxiliary Power Unit (APU)		
	7F Special (Specify)		
Requested Areas	**ENGINE PERFORMANCE/OPERATIONS**	**Adv**	**EP**
	8A Airplane Turbine Engine		
	8B Airplane Piston Engine		
	8C Rotorcraft Turbine Engine		
	8D Rotorcraft Piston Engine		
	8E Auxiliary Power Unit (APU)		
	8F Special (Specify)		
Requested Areas	**INDICATING SYSTEMS**	**Adv**	**EP**
	9A Airplane Turbine Engine		
	9B Airplane Piston Engine		
	9C Rotorcraft Turbine Engine		
	9D Rotorcraft Piston Engine		
	9E Auxiliary Power Unit (APU)		
	9F Special (Specify)		
Requested Areas	**LIGHTNING / HIRF PROTECTION**	**Adv**	**EP**
	10A Airplane Turbine Engine		
	10B Airplane Piston Engine		
	10C Rotorcraft Turbine Engine		
	10D Rotorcraft Piston Engine		
	10E Auxiliary Power Unit (APU)		
	10F Special (Specify)		

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

POWER PLANT INSTALLATIONS

Reference FAA Order 8110.37, Appendix 2, Chart B

Requested Areas	SOFTWARE	Adv	EP
	11A Airplane Turbine Engine		
	11B Airplane Piston Engine		
	11C Rotorcraft Turbine Engine		
	11D Rotorcraft Piston Engine		
	11E Auxiliary Power Unit (APU)		
	11F Special (Specify)		

Additional requirements for a DER with a delegation of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (applicable revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multi-tasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multi-version programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multi-port access, communication-bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

POWER PLANT INSTALLATIONS

Reference FAA Order 8110.37, Appendix 2, Chart B

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**CONTROL SYSTEM -ELECTRONIC**	**Adv**	**EP**
	12A Airplane Turbine Engine		
	12B Airplane Piston Engine		
	12C Rotorcraft Turbine Engine		
	12D Rotorcraft Piston Engine		
	12E Auxiliary Power Unit (APU)		
	12F Special (Specify)		
Requested Areas	**CONTROL SYSTEM - MECHANICAL**	**Adv**	**EP**
	13A Airplane Turbine Engine		
	13B Airplane Piston Engine		
	13C Rotorcraft Turbine Engine		
	13D Rotorcraft Piston Engine		
	13E Auxiliary Power Unit (APU)		
	13F Special (Specify)		
Requested Areas	**EMISSIONS**	**Adv**	**EP**
	14A Airplane Turbine Engine		
	14B Airplane Piston Engine		
	14C Rotorcraft Turbine Engine		
	14D Rotorcraft Piston Engine		
	14F Special (Specify)		
Requested Areas	**VIBRATION - ENGINE, PROP., OR DRIVE SYSTEM**	**Adv**	**EP**
	15A Airplane Turbine Engine		
	15B Airplane Piston Engine		
	15C Rotorcraft Turbine Engine		
	15D Rotorcraft Piston Engine		
	15F Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**PROPELLER**	**Adv**	**EP**
	16A Airplane Turbine Engine		
	16B Airplane Piston Engine		
	16F Special (Specify)		
Requested Areas	**DRIVE SYSTEM**	**Adv**	**EP**
	17A Airplane Turbine Engine		
	17B Airplane Piston Engine		
	17C Rotorcraft Turbine Engine		
	17D Rotorcraft Piston Engine		
	17F Special (Specify)		
Requested Areas	**TRANSMISSIONS**	**Adv**	**EP**
	18C Rotorcraft Turbine Engine		
	18D Rotorcraft Piston Engine		
	18F Special (Specify)		
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	19A Airplane Turbine Engine		
	19B Airplane Piston Engine		
	19C Rotorcraft Turbine Engine		
	19D Rotorcraft Piston Engine		
	19E Auxiliary Power Unit (APU)		
	19F Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	20A Airplane Turbine Engine		
	20B Airplane Piston Engine		
	20C Rotorcraft Turbine Engine		
	20D Rotorcraft Piston Engine		
	20E Auxiliary Power Unit (APU)		
	20F Special (Specify)		

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (MECHANICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C1

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions & Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (**Adv**) evaluates requested area(s), recommends area(s) to Evaluation Panel (**EP**). (Y=YES; N=NO) and provides rationale.
- Evaluation Panel evaluates area(s) recommended by Advisor, marks **EP** column. (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**DETAIL DESIGN & INSTALLATION**	**Adv**	**EP**
	1A Air Conditioning		
	1B Hydraulic		
	1C Ice Protection		
	1D Rain Protection		
	1E Oxygen		
	1F Pneumatics		
	1G Wheels, Tires, Brakes		
	1H Interior Arrangements		
	1I Interior Materials		
	1J Pressurization		
	1K Fire Protection		
	1L Water System, Potable & Waste		
	1M Evacuation Systems		
	1N Special (Specify)		
Requested Areas	**EQUIPMENT QUALIFICATION TESTS**	**Adv**	**EP**
	2A Air Conditioning		
	2B Hydraulic		
	2C Ice Protection		
	2D Rain Protection		
	2E Oxygen		
	2F Pneumatics		
	2G Wheels, Tires, Brakes		
	2J Pressurization		
	2K Fire Protection		
	2L Water System, Potable & Waste		
	2M Evacuation Systems		
	2N Special (Specify)		
Requested Areas	**SOFTWARE**	**Adv**	**EP**
	3A Air Conditioning		
	3B Hydraulic		
	3C Ice Protection		
	3D Rain Protection		
	3E Oxygen		
	3F Pneumatics		
	3G Wheels, Tires, Brakes		
	3J Pressurization		
	3K Fire Protection		
	3L Water System, Potable & Waste		
	3N Special (Specify)		

Additional requirements for a DER with a delegation of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (applicable revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multi-tasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multi-version programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multi-port access, communication-bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (MECHANICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C1 Cont'd

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	4A Air Conditioning		
	4B Hydraulic		
	4C Ice Protection		
	4D Rain Protection		
	4E Oxygen		
	4F Pneumatics		
	4G Wheels, Tires, Brakes		
	4J Pressurization		
	4K Fire Protection		
	4L Water System, Potable & Waste		
	4M Evacuation Systems		
	4N Special (Specify)		
Requested Areas	**FLAMMABILITY**	**Adv**	**EP**
	5I Interior Materials		
	5K Fire Protection		
	5N Special (Specify)		
Requested Areas	**LIGHTING/HIRF PROTECTION**	**Adv**	**EP**
	6A Air Conditioning		
	6B Hydraulic		
	6C Ice Protection		
	6D Rain Protection		
	6E Oxygen		
	6F Pneumatics		
	6I Interior Materials		
	6J Pressurization		
	6K Fire Protection		
	6L Water System, Potable & Waste		
	6N Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	7A Air Conditioning		
	7B Hydraulic		
	7C Ice Protection		
	7D Rain Protection		
	7E Oxygen		
	7F Pneumatics		
	7G Wheels, Tires, Brakes		
	7J Pressurization		
	7K Fire Protection		
	7L Water System, Potable & Waste		
	7M Evacuation Systems		
	7N Special (Specify)		

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C2

DER APPLICATION EVALUATION TECHNICAL CRITERIA

Delegated Functions & Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (**Adv**) evaluates requested area(s), recommends area(s) to Evaluation Panel (**EP**). (Y=YES; N=NO) and provides rationale.
- Evaluation Panel evaluates area(s) recommended by Advisor, marks **EP** column. (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		***FAA USE ONLY***	
Requested Areas	**DETAIL DESIGN & INSTALLATION**	**Adv**	**EP**
	1A Electrical Equipment/Systems		
	1B Electronic Equipment/Systems		
	1C Communications Systems/Antennas		
	1D Auto. Flight Controls/Augmentation		
	1E Instruments		
	1F Navigation Systems/Antennas		
	1G Air Data/Pitot Static		
	1H Warning Systems		
	1I Interior/Exterior Lighting		
	1J Flight Data/Voice Recording		
	1K Passenger Address/Entertainment		
	1L Special (Specify)		
Requested Areas	**EQUIPMENT QUALIFICATION TESTS**	**Adv**	**EP**
	2A Electrical Equipment/Systems		
	2B Electronic Equipment/Systems		
	2C Communications Systems/Antennas		
	2D Auto. Flight Controls/Augmentation		
	2E Instruments		
	2F Navigation Systems/Antennas		
	2G Air Data/Pitot Static		
	2H Warning Systems		
	2I Interior/Exterior Lighting		
	2J Flight Data/Voice Recording		
	2K Passenger Address/Entertainment		
	2L Special (Specify)		

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C2

Requested Areas	SOFTWARE	Adv	EP
	3A Electrical Equipment/Systems		
	3B Electronic Equipment/Systems		
	3C Communications Systems/Antennas		
	3D Auto. Flight Controls/Augmentation		
	3E Instruments		
	3F Navigation Systems/Antennas		
	3G Air Data/Pitot Static		
	3H Warning Systems		
	3J Flight Data/Voice Recording		
	3K Passenger Address/Entertainment		
	3L Special (Specify)		

Additional requirements for a Delegated Function of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (applicable revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multi-tasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multi-version programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multi-port access communication-bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name:_____

SYSTEMS AND EQUIPMENT (ELECTRICAL EQUIPMENT)

Reference FAA Order 8110.37, Appendix 2, Chart C2

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	4A Electrical Equipment/Systems		
	4B Electronic Equipment/Systems		
	4C Communications Systems/Antennas		
	4D Auto. Flight Controls/Augmentation		
	4E Instruments		
	4F Navigation Systems/Antennas		
	4G Air Data/Pitot Static		
	4H Warning Systems		
	4I Interior/Exterior Lighting		
	4J Flight Data/Voice Recording		
	4K Passenger Address/Entertainment		
	4L Special (Specify)		
Requested Areas	**ELECTRICAL LOAD ANALYSIS**	**Adv**	**EP**
	5A Electrical Equipment/Systems		
	5B Electronic Equipment/Systems		
	5C Communications Systems/Antennas		
	5D Auto. Flight Controls/Augmentation		
	5E Instruments		
	5F Navigation Systems/Antennas		
	5G Air Data/Pitot Static		
	5H Warning Systems		
	5I Interior/Exterior Lighting		
	5J Flight Data/Voice Recording		
	5K Passenger Address/Entertainment		
	5L Special (Specify)		
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	6A Electrical Equipment/Systems		
	6B Electronic Equipment/Systems		
	6C Communications Systems/Antennas		
	6D Auto. Flight Controls/Augmentation		
	6E Instruments		
	6F Navigation Systems/Antennas		
	6G Air Data/Pitot Static		
	6H Warning Systems		
	6I Interior/Exterior Lighting		
	6J Flight Data/Voice Recording		
	6K Passenger Address/Entertainment		
	6L Special (Specify)		
Requested Areas	**LIGHTNING/HIRF PROTECTION**	**Adv**	**EP**
	7A Electrical Equipment/Systems		
	7B Electronic Equipment/Systems		
	7C Communications Systems/Antennas		
	7D Auto. Flight Controls/Augmentation		
	7E Instruments		
	7F Navigation Systems/Antennas		
	7G Air Data/Pitot Static		
	7H Warning Systems		
	7L Special (Specify)		

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

RADIO

Reference FAA Order 8110.37, Appendix 2, Chart D

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions & Authorized Areas

- Applicant indicates requested area(s) of delegation.
- Advisor (**Adv**) evaluates requested area(s) and recommends area(s) to Evaluation Panel (**EP**). (Y=YES; N=NO)
- Evaluation Panel evaluates area(s) recommended by Advisor and marks **EP** column. (Y=YES; N=NO)

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**ANALYTICAL SUBSTANTIATION**	**Adv**	**EP**
	1A Radio Design		
	1B Operating Characteristics		
	1C Antenna Design		
	1D Radio Installation		
	1E Special (Specify)		
Requested Areas	**DETAIL DESIGN**	**Adv**	**EP**
	2A Radio Design		
	2B Operating Characteristics		
	2C Antenna Design		
	2D Radio Installation		
	2E Special (Specify)		
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	3A Radio Design		
	3B Operating Characteristics		
	3C Antenna Design		
	3D Ratio Installation		
	3E Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	4A Radio Design		
	4B Operating Characteristics		
	4C Antenna Design		
	4D Radio Installation		
	4E Special (Specify)		

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

ENGINES

Reference FAA Order 8110.37, Appendix 2, Chart E

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions & Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (**Adv**) evaluates requested area(s), recommends area(s) to Evaluation Panel (**EP**). (Y=YES; N=NO) and provides rationale.
- Evaluation Panel evaluates area(s) recommended by Advisor, marks **EP** column. (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**DETAIL DESIGN**	**Adv**	**EP**
	1A Turbine Engines		
	1B Piston Engines		
	1C Special (Specify)		
Requested Areas	**BLOCK TESTS**	**Adv**	**EP**
	2A Turbine Engines		
	2B Piston Engines		
	2C Special (Specify)		
Requested Areas	**PERFORMANCE CHARACTERISTICS**	**Adv**	**EP**
	3A Turbine Engines		
	3B Piston Engines		
	3C Special (Specify)		
Requested Areas	**VIBRATION ANALYSIS**	**Adv**	**EP**
	4A Turbine Engines		
	4B Piston Engines		
	4C Special (Specify)		
Requested Areas	**OPERATION MANUALS**	**Adv**	**EP**
	5A Turbine Engines		
	5B Piston Engines		
	5C Special (Specify)		
Requested Areas	**OVERHAUL MANUALS**	**Adv**	**EP**
	6A Turbine Engines		
	6B Piston Engines		
	6C Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	7A Turbine Engines		
	7B Piston Engines		
	7C Special (Specify)		
Requested Areas	**EXHAUST EMISSIONS EVALUATION**	**Adv**	**EP**
	8A Turbine Engines		
	8B Piston Engines		
	8C Special (Specify)		
Requested Areas	**SOFTWARE**	**Adv**	**EP**
	9A Turbine Engines		
	9B Piston Engines		
	9C Special (Specify)		

Additional requirements for a DER with a delegation of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (applicable revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multi-tasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multi-version programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multi-port access, communication-bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

ENGINES

Reference FAA Order 8110.37, Appendix 2, Chart E

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	10A Turbine Engines		
	10B Piston Engines		
	10C Special (Specify)		
Requested Areas	**LIGHTNING/HIRF PROTECTION**	**Adv**	**EP**
	11A Turbine Engines		
	11B Piston Engines		
	11C Special (Specify)		

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

PROPELLERS

Reference FAA Order 8110.37, Appendix 2, Chart F

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions & Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (**Adv**) evaluates requested area(s), recommends area(s) to Evaluation Panel (**EP**). (Y=YES; N=NO) and provides rationale.
- Evaluation Panel evaluates area(s) recommended by Advisor, marks **EP** column. (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**DETAIL DESIGN**	**Adv**	**EP**
	1A Controllable Pitch Propellers		
	1B Fixed Pitch Propellers		
	1C Special (Specify)		
Requested Areas	**BLOCK TESTS**	**Adv**	**EP**
	2A Controllable Pitch Propellers		
	2B Fixed Pitch Propellers		
	2C Special (Specify)		
Requested Areas	**PERFORMANCE CHARACTERISTICS**	**Adv**	**EP**
	3A Controllable Pitch Propellers		
	3B Fixed Pitch Propellers		
	3C Special (Specify)		
Requested Areas	**VIBRATION ANALYSIS**	**Adv**	**EP**
	4A Controllable Pitch Propellers		
	4B Fixed Pitch Propellers		
	4C Special (Specify)		
Requested Areas	**OPERATION MANUALS**	**Adv**	**EP**
	5A Controllable Pitch Propellers		
	5B Fixed Pitch Propellers		
	5C Special (Specify)		
Requested Areas	**OVERHAUL MANUALS**	**Adv**	**EP**
	6A Controllable Pitch Propellers		
	6B Fixed Pitch Propellers		
	6C Special (Specify)		
Requested Areas	**SERVICE DOCUMENTS**	**Adv**	**EP**
	7A Controllable Pitch Propellers		
	7B Fixed Pitch Propellers		
	7C Special (Specify)		
Requested Areas	**EXHAUST EMISSIONS EVALUATION**	**Adv**	**EP**
	8A Turbine Engines		
	8B Piston Engines		
	8C Special (Specify)		
Requested Areas	**SOFTWARE**	**Adv**	**EP**
	8A Controllable Pitch Propellers		
	8C Special (Specify)		

Additional requirements for a DER with a delegation of Software Approval:

Circle One

Yes No (a) Comprehensive familiarity with, and understanding of, RTCA Document DO-178 (applicable revision), Software Considerations in Airborne Systems and Equipment Certification.

Yes No (b) Familiarity with the systems safety assessment process, specifically, those portions which establish the software criticality levels.

Yes No (c) A demonstrated knowledge of the rationale for, and the significance of, each stage in the software development process, as well as its supporting standards, procedures, and documentation. The DER should be able to identify the critical aspects and contents of each of the documents mentioned in DO-178.

Yes No (d) Experience gained from participation in some technically responsible capacity over a complete software development program life cycle. This qualification may be satisfied by an aggregate over several different software development programs.

Yes No (e) Experience interacting with all phases of software development and testing processes addressed by DO-178, including utilization of the associated configuration and quality control procedures. This experience should include significant responsible involvement in several of those phases. When assessing an applicant's capabilities for making a knowledgeable finding of compliance, experience obtained in the requirements development or testing phases may, for example, be weighted more heavily than that obtained in the detail design or coding phases.

Yes No (f) Fluency in at least one high-level and one assembly-level programming language and familiarity with typical support software used in a software development process. Familiarity with typical software tools available to facilitate the development, documentation, and consistency-checking processes is highly desirable.

Yes No (g) Demonstrated knowledge of the sources of software anomalies, the relative merits of the types of testing procedures which are available to protect against them, and the characteristics of a thorough test program.

Yes No (h) Familiarity with the aspects of computing peculiar to real-time avionics systems, such as the use of interrupts, multi-tasking, software reentrancy, etc. This should include an appreciation of the types of analysis and testing necessary to ensure the integrity of these mechanisms.

Yes No (i) An understanding of the techniques which may be employed to reduce software criticality levels, such as system architecture, multi-version programming, and partitioning. This should include the ability to assess the adequacy of a proposed technique relative to the integrity credit desired.

Yes No (j) Knowledge of hardware characteristics such as input/output schemes, memory organization and multi-port access, communication-bus protocols, and processor architecture, all of which have an impact on the software interface and the potential for the creation of anomalies.

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

PROPELLERS

Reference FAA Order 8110.37, Appendix 2, Chart F

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**SAFETY ANALYSIS**	**Adv**	**EP**
	9A Controllable Pitch Propellers		
	9B Fixed Pitch Propellers		
	9C Special (Specify)		
Requested Areas	**LIGHTNING/HIRF PROTECTION**	**Adv**	**EP**
	10A Controllable Pitch Propellers		
	10B Fixed Pitch Propellers		
	10C Special (Specify)		

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

FLIGHT ANALYST

Reference FAA Order 8110.37, Appendix 2, Chart G

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions & Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (**Adv**) evaluates requested area(s), recommends area(s) to Evaluation Panel (**EP**). (Y=YES; N=NO) and provides rationale.
- Evaluation Panel evaluates area(s) recommended by Advisor, marks **EP** column. (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**REVIEW FLIGHT TEST PLANS**	**Adv**	**EP**
	1A Aircraft Performance		
	1B Aerodynamics		
	1C Flight Characteristics		
	1D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	1E Propulsion Sys. & Related Comp.		
	1F Elec./Electronic Sys.-Related Comp.		
	1G Mech. & Hyd. Sys.-Related Comp.		
	1H Pressure & Air Conditioning Systems		
	1I Auto Control Systems		
	1J Ice Protection System		
	1K Special (Specify)		
Requested Areas	**REVIEW FLIGHT TEST INSTRUMENTATION**	**Adv**	**EP**
	2A Aircraft Performance		
	2B Aerodynamics		
	2C Flight Characteristics		
	2D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	2E Propulsion Sys. & Related Comp.		
	2F Elec./Electronic Sys.-Related Comp.		
	2G Mech. & Hyd. Sys.-Related Comp.		
	2H Pressure & Air Conditioning Systems		
	2I Auto Control Systems		
	2J Ice Protection System		
	2K Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**WEIGHT/BALANCE SURVEILLANCE**	**Adv**	**EP**
	3A Aircraft Performance		
	3B Aerodynamics		
	3C Flight Characteristics		
	3F Elec./Electronic Sys. - Related Comp.		
	3I Auto Control Systems		
Requested Areas	**FLIGHT TEST DATA RECORDING**	**Adv**	**EP**
	4A Aircraft Performance		
	4B Aerodynamics		
	4C Flight Characteristics		
	4D Sys. Calib. (Air Spd./Alt./Air Temp.)		
	4E Propulsion Sys. & Related Comp.		
	4F Elec./Electronic Sys. - Related Comp.		
	4G Mech. & Hyd. Sys - Related Comp.		
	4H Pressure & Air Conditioning Systems		
	4I Auto Control Systems		
	4J Ice Protection Systems		
	4K Special (Specify)		

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

FLIGHT ANALYST

Reference FAA Order 8110.37, Appendix 2, Chart G

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**FLIGHT TEST DATA REDUCTION/ANALYSIS**	**Adv**	**EP**
	5A Aircraft Performance		
	5B Aerodynamics		
	5C Flight Characteristics		
	5D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	5E Propulsion Sys. & Related Comp.		
	5F Elec./Electronic Sys. - Related Comp.		
	5G Mech. & Hyd. Sys. - Related Comp.		
	5H Pressure & Air Conditioning Systems		
	5I Auto Control Systems		
	5J Ice Protection System		
	5K Special (Specify)		
Requested Areas	**FLIGHT TEST DATA EXPANSION (Alt./Temp./Wgt.)**	**Adv**	**EP**
	6A Aircraft Performance		
	6B Aerodynamics		
Requested Areas	**COMPILE FLIGHT TEST REPORTS**	**Adv**	**EP**
	7A Aircraft Performance		
	7B Aerodynamics		
	7C Flight Characteristics		
	7D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	7E Propulsion Sys. & Related Comp.		
	7F Elec./Electronic Sys. - Related Comp.		
	7G Mech. & Hyd. Sys.- Related Comp.		
	7H Pressure & Air Conditioning Systems		
	7I Auto Control Systems		
	7J Ice Protection System		
	7K Special (Specify)		
Requested Areas	**COMPILE PERFORMANCE SUBSTANTIATION REPORTS**	**Adv**	**EP**
	8A Aircraft Performance		
	8B Aerodynamics		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**COMPLETE PORTIONS OF TYPE INSPECTION REPORTS**	**Adv**	**EP**
	9A Aircraft Performance		
	9B Aerodynamics		
	9C Flight Characteristics		
	9D Sys. Calib. (Air Spd., Alt., Air Temp.)		
	9E Propulsion Sys. & Related Comp.s		
	9F Elec./Electronic Sys. - Related Comp.		
	9G Mech. & Hyd. Sys. - Related Comp.		
	9H Pressure & Air Conditioning Systems		
	9I Auto Control Systems		
	9J Ice Protection System		
	9K Special (Specify)		
Requested Areas	**REVIEW ACFT. FLT. MANUAL & RECOMMEND APPROVAL**	**Adv**	**EP**
	10A Aircraft Performance		
	10B Aerodynamics		
	10C Flight Characteristics		
	10D Sys. Calib. (Air Spd./Alt./Air Temp.)		
	10E Propulsion Sys. & Related Comp.		
	10F Elec./Electronic Sys. - Related Comp.		
	10G Mech. & Hyd. Sys - Related Comp.		
	10H Pressure & Air Conditioning Systems		
	10I Auto Control Systems		
	10J Ice Protection Systems		
	10K Special (Specify)		
Requested Areas	**COMPILE PART 36 REFERENCE PROFILES**	**Adv**	**EP**
	11L Part 36 Reference Conditions		

NOTE: Specific appendix to part 36 (e.g., Appendix C, Appendix G, Appendix H, Appendix J) may be controlled by CFR's authorized in delegation letter (e.g., CFR 23, CFR 25, CFR 27, CFR 29) or by specific appendix (e.g., Appendix J Only). This may require specific CFR limitations for new authorized area L and delegated function 11.

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

FLIGHT TEST PILOT

Reference FAA Order 8110.37, Appendix 2, Chart H

DER APPLICATION EVALUATION TECHNICAL CRITERIA
Delegated Functions & Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to Evaluation Panel (EP). (Y=YES; N=NO) and provides rationale.
- Evaluation Panel evaluates area(s) recommended by Advisor, marks EP column. (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**RECOMMEND APPROVAL OF FLIGHT TEST PLANS**	**Adv**	**EP**
	1A Aircraft Performance		
	1B Flight Characteristics		
	1C Propulsion Systems		
	1D Hyd., Elec., & Pneumatic Systems		
	1E Pressurization and A/C Systems		
	1F Flight Instruments & Systems		
	1G Auto Control Systems		
	1H Ice Protection Systems		
	1I Operating Limitations/Procedures		
	1J H/V (Rotorcraft)		
	1K Special (Specify)		
Requested Areas	**CONDUCT GROUND TESTS & EVALUATIONS**	**Adv**	**EP**
	2A Aircraft Performance		
	2C Propulsion Systems		
	2D Hyd., Elec., & Pneumatic Systems		
	2E Pressurization and A/C Systems		
	2F Flight Instruments & Systems		
	2G Auto Control Systems		
	2H Ice Protection Systems		
	2I Operating Limitations/Procedures		
	2K Special (Specify)		

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**CONDUCT FLIGHT TESTS AND EVALUATIONS**	**Adv**	**EP**
	3A Aircraft Performance		
	3B Flight Characteristics		
	3C Propulsion Systems		
	3D Hyd., Elec., & Pneumatic Systems		
	3E Pressurization and A/C Systems		
	3F Flight Instruments & Systems.		
	3G Auto Control Systems.		
	3H Ice Protection Systems		
	3I Operating Limitations/Procedures		
	3J H/V (Rotorcraft)		
	3K Special (Specify)		
Requested Areas	**COMPILE TEST REPORTS**	**Adv**	**EP**
	4B Flight Characteristics		
	4F Flight Instruments & Systems		
	4G Auto Control Systems		
	4I Operating Limitations/Procedures		
	4J H/V (Rotorcraft)		
	4K Special (Specify)		
Requested Areas	**COMPLETE PORTIONS OF & APPROVE THE TIR**	**Adv**	**EP**
	5A Aircraft Performance		
	5B Flight Characteristics		
	5C Propulsion Systems		
	5D Hyd., Elec., & Pneumatic Systems		
	5E Pressurization and A/C Systems		
	5F Flight Instruments & Systems		
	5G Auto Control Systems		
	5H Ice Protection Systems		
	5I Operating Limitations/Procedures		
	5J H/V (Rotorcraft)		
	5K Special (Specify)		

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

FLIGHT TEST PILOT

Reference FAA Order 8110.37, Appendix 2, Chart H

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**RECOMMEND APPROVAL OF AIRCRAFT FLIGHT MANUAL**	**Adv**	**EP**
	6A Aircraft Performance		
	6B Flight Characteristics		
	6C Propulsion Systems		
	6D Hyd., Elec., & Pneumatic Systems		
	6E Pressurization and A/C Systems		
	6F Flight Instruments & Systems		
	6G Auto Control Systems		
	6H Ice Protection Systems		
	6I Operating Limitations/Procedures		
	6J H/V (Rotorcraft)		
	6K Special (Specify)		

Additional requirements for a Flight Test Pilot DER:

Circle One

Yes No (a) Hold a commercial pilot's certificate with instrument rating and be qualified in aircraft of the same category and class and similar in design to that in which the applicant will be conducting tests.

Yes No (b) Have logged a minimum of 2,000 pilot-in-command (PIC) flying hours (1,000 hours for helicopters) of which at least 100 hours have been logged within the past 12 months.

Yes No (c) Have logged a minimum of 100 hours of appropriate experimental flight testing experience in the same certification category and in a similar type of aircraft for which the DER appointment is requested.

FIGURE 3. DER APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

ACOUSTICAL

Reference FAA Order 8110.37, Appendix 2, Chart I

DER APPLICATION EVALUATION TECHNICAL CRITERIA

Delegated Functions & Authorized Areas

- Applicant indicates requested area(s) of delegation and attaches supporting data to establish technical expertise and experience.
- Advisor (Adv) evaluates requested area(s), recommends area(s) to Evaluation Panel (EP). (Y=YES; N=NO) and provides rationale.
- Evaluation Panel evaluates area(s) recommended by Advisor, marks EP column. (Y=YES; N=NO) and provides rationale.

DER APPLICANT USE ONLY		*FAA USE ONLY*	
Requested Areas	**MEASUREMENT LOCATIONS**	**Adv**	**EP**
	1A Acoustical		
	1B Special (Specify)		
Requested Areas	**RECORDING EQUIPMENT**	**Adv**	**EP**
	2A Acoustical		
	2B Special (Specify)		
Requested Areas	**ANALYSIS EQUIPMENT**	**Adv**	**EP**
	3A Acoustical		
	3B Special (Specify)		
Requested Areas	**ENVIRONMENTAL CONDITIONS**	**Adv**	**EP**
	4A Acoustical		
	4B Special (Specify)		
Requested Areas	**CALCULATION PROCEDURE**	**Adv**	**EP**
	5A Acoustical		
	5B Special (Specify)		

NOTES:

1. Acoustical DER appointments require two levels of approval. First, the approval of the ACO manager, then the approval of the Director, Office of Environment and Energy, (AEE-1), or FAA personnel who have been delegated such approval authority. However, technical data approvals and other activities of the acoustical DER will be monitored by the cognizant ACO.

2. All of the above areas are ONLY authorized on a case-by-case basis.

FIGURE 4. SAMPLE DMIR/DAR/ODAR APPLICATION PACKAGE SUBMITTAL LETTER

U.S. Department
of Transportation
Federal Aviation Administration

Dear (Designee Applicant):

Enclosed is a designee application package that will assist you in preparing and submitting all the required information. Chapter 2, Tables I-IV of FAA Order 8100.8 contains specific information which must be provided by applicants who seek appointment as a DMIR/DAR/ODAR. The evaluation of the information provided by the applicant showing how they meet the criteria determines if an applicant may be appointed as a designee, identified as a candidate, or have their application denied. When an applicant meets the criteria through direct FAA interaction and verifiable documentation, and there is an FAA need and ability to manage, appointment is made. When all of the criteria are met, with the exception of a direct working relationship with the FAA, an applicant may be identified as a candidate. Failure to meet the above will result in a denial.

The following items make up the DMIR/DAR/ODAR application package:

1. FAA Form 8110-14, Statement of Qualifications (DAR-DMIR-DER-DPRE-DME). *THIS FORM MUST BE COMPLETED AND RETURNED*. If you are requesting appointment as an organizational DAR or DMIR, please ensure your employer completes item 10 and forwards a letter requesting your appointment.

2. Evaluation Forms for GENERAL REGULATORY, TECHNICAL, INTERFACE, and STANDARDIZATION criteria requirements. The supplementary information which is required for REGULATORY, TECHNICAL, and INTERFACE criteria should be attached to the applicable sheet and *RETURNED*.

3. Evaluation forms for SPECIALIZED TECHNICAL criteria. These criteria are specialized to the particular airworthiness function for which you are seeking authorization. Write your name on each of these sheets. Then indicate the requested Authorized Functions for which you are seeking appointment.

For items 2 and 3 you must include documentation which verifies that you possess the required general and specialized knowledge. This may be done by listing experience with quality control methods and techniques, by indicating you have successfully completed designee standardization written examination and by documenting programs you have managed leading to the issuance of original airworthiness certificates or approvals for products and/or parts.

You must also include documentation which verifies that you have had the general and specialized experience required for any of the authorized functions you are requesting. This information should be in a resume format and be as concise as possible. Please include the location and dates where the experience was gained. It is very important that this information verifies your expertise in each of the Authorized Functions requested. Your resume will need to verify that you have all of these additional specific requirements.

Your completed application package *MUST BE RETURNED* for evaluation in accordance with FAA Order 8100.8. Please make information on your application as complete as possible. Concise, accurate, and detailed records are essential to prompt processing of your application. Incomplete packages will be returned. Please forward your application package to:

DOT/FAA
[Location] MIDO
ATTN: [APC name]
[Address]

If you have any questions regarding this application package, please contact [APC name] at [telephone number].

[Signature Block]

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL REGULATORY CRITERIA

Regulatory Experience and Expertise

Regulatory Experience and Expertise Explained:

This form documents your knowledge of the meaning and applications of the Code of Federal Regulations (CFRs). This knowledge allows the designee to determine what is and is not applicable for the task at hand. On the REGULATORY criteria sheet you check the spaces next to the CFR part(s) of which you are knowledgeable. You must include documentation which verifies where and how you acquired your knowledge of acceptable compliance to the requested CFR part. An example might look as follows:

> "During the time period from December 1983 to April 1997, I was employed by the Big Airplane Company in Ennis, Texas. My position was in the Airworthiness Certification Staff. One of my job functions was to research documentation regarding certain regulations, conformity to company type design and compliance to airworthiness standards to assist the company in making their findings of compliance. I worked very closely with Mr. Gene Vandermolen of the Transport Airplane Directorate."

APPLICANT INFORMATION		**FAA USE ONLY**	
GENERAL EXPERIENCE DESCRIPTION: Regulatory/Certification Expertise and Experience		**Adv**	**EP**
	Possesses a working knowledge of the pertinent FAA regulations, directives and related guidance:		
	CFR 21		
	CFR 45		
	CFR 47		
	CFR 183		
	ORDER 8110.4		
	ORDER 8120.2		
	ORDER 8130.2		
	ORDER 8130.21		
	ORDER 8130.28		
	Advisory Circular 21-2(H)		
	Advisory Circular 21-23		
	Advisory Circular 21-32		
	Advisory Circular 21-33		
	Advisory Circular 45-2A		

Supplementary Documentation (attach additional sheets as required).

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL TECHNICAL CRITERIA

Technical Experience and Expertise

Technical Experience and Expertise Explained:

This form documents the applicant's possession of airworthiness and manufacturing knowledge, skills, and abilities. This criteria also is used to determine the Authorized Functions and Limitations. Indicate applicable technical expertise and experience you possess by placing an "X" in the left column of the table below. You must list at least three references and include telephone numbers at which they may be reached during normal business hours Monday through Friday. These references must be persons who have first-hand knowledge of your technical abilities. These persons must possess the technical knowledge necessary to make such a judgment regarding your technical ability. Although not required, it will be helpful if these references are persons known to the Aircraft Certification Service. You must also include documentation which substantiates where and how you acquired your technical expertise and experience.

APPLICANT INFORMATION		*FAA USE ONLY*	
GENERAL EXPERIENCE DESCRIPTION: **Technical: Technical Expertise and Experience**		**Adv**	**EP**
	Each applicant must possess current technical knowledge and meet experience requirements in connection with the production or inspection of products or parts of the same type and complexity for the functions sought (e.g., Boeing Model 707-100, Bell Model 47B, and/or related parts/components, appliances, etc.)		
	DMIR/ODAR Employed by a PAH or a PAH's supplier.		
	DMIR/ODAR: Familiar with the PAH and/or PAH's approved supplier's facilities, procedures, manufacturing practices, and inspection techniques in connection with type certification, original airworthiness certification, export certification, parts approval, and associated data as appropriate for the functions sought.		
	Three verifiable technical references are required to substantiate the applicant possesses the required technical expertise for the designation sought. These references (listed below) may be the same persons used for character references (reference GENERAL INTERFACE CRITERIA). DMIR and ODAR applicants must include a letter of recommendation from the company attesting to the applicant's technical competency, this may be considered one of the three required technical references.		
	For ODAR, unlike an individual DAR, it is the ORGANIZATION that must meet all DAR qualifications for authorized functions identified in the approved procedures/manual. The ODAR is responsible for ensuring the individual authorized representatives identified in the ODAR procedures/manual COLLECTIVELY meet the overall qualification criteria in this order, not each individual performing specific functions under the ODAR. Therefore, the individuals within an ODAR designation need only the skill and ability necessary to make the required determination consistent with type and complexity of authorized functions to be performed. The ODAR is responsible for ensuring compliance with FAA regulations and terms of the appointment. Corrective action will be directed at the ORGANIZATION and not individuals authorized within the ODAR.		
Technical References (list 3 names minimum and indicate if DMIR/DAR/ODAR): 1. _____ Name Phone Number Designations held 2. _____ Name Phone Number Designations held 3. _____ Name Phone Number Designations held			

Supplementary Documentation (attach additional sheets as required)

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL INTERFACE CRITERIA

Direct Interface with FAA Personnel and Procedures

Direct Interface with FAA Personnel and Procedures Explained:

This form is used to document both your character references and your direct interface with the FAA personnel and procedures. List at least three references and include a telephone number where they may be contacted during normal office hours Monday through Friday. These references should be able to verify your integrity, ethics, and interpersonal skills.

APPLICANT INFORMATION	*FAA USE ONLY*	
GENERAL EXPERIENCE DESCRIPTION: INTERFACE CRITERIA	**Adv**	**EP**
Three verifiable character references are required to substantiate the applicant possesses integrity and sound judgment. These references (listed below) may be the same persons used for technical references (reference GENERAL TECHNICAL CRITERIA). DMIR and ODAR applicants must include a letter of recommendation from the company attesting to these attributes; this may be considered one of the three required character references.		
List a minimum of three verifiable character references: 1. _____ Name Phone Number 2. _____ Name Phone Number 3. _____ Name Phone Number 4. _____ Name Phone Number 5. _____ Name Phone Number		
Applicant has the ability to maintain the highest degree of objectivity while performing authorized functions on behalf of the FAA.		
Applicant has a good command of the English language, both oral and written.		
Applicant must be sufficiently knowledgeable in technical and administrative functions associated with the appointment and must satisfactorily demonstrate this to the FAA prior to appointment.		
Applicant possesses unquestionable integrity, sound judgment, and cooperative attitude.		
DMIR applicant shall have been in a responsible position for a minimum of one year in connection with the type of work covered by the designation.		
DMIR/ODAR applicants must report to a level of management in the Organization sufficient to enable the applicant to administer the pertinent FAA regulations effectively without undue pressure or influence from other organization elements.		

DAR/ODAR applicants must include documentation showing significant experience in a direct working relationship with the FAA. This documentation should be in the format of: projects worked, dates of work, activity involved, point of contact within the FAA. An example might look as follows:

"Big Airplane AAA-44, April 1989 to present, STC project for EFIS system on Boeing Model 727-200; Jerry Smith (1989-1990) and multiple STC projects; George Burns (1990-present)."

Supplementary Documentation (attach additional sheets as required)

_____

_____

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

GENERAL STANDARDIZATION

Knowledge of the Standardized FAA Designee System

Knowledge of the Standardized FAA Designee System Explained:

This form is used to document your knowledge of FAA Airworthiness Approval and Certification process responsibilities, authority, limitations, activities and procedures while serving as a representative of the FAA Administrator in the FAA certification process. Following the STANDARDIZATION CRITERIA is the designee knowledge-based test, which is used as evidence of your knowledge of designee functions. Complete the test, affirm with you signature, and return it with the rest of the application package. The Applicant may gain this knowledge through experience, attending FAA Standardization Seminars, or by directed self study.

DMIR/DAR/ODAR APPLICANT INFORMATION
CRITERION DESCRIPTION:
Applicant completes knowledge-based test

FAA USE ONLY		
Adv		**EP**
	Review completed test	

Knowledge-Based Test

(NOTE: May be revised by AIR-200)

Answer the following questions by darkening in the circle preceding the correct answer:

1. What regulation describes the requirements for designating private persons to act as representatives of the FAA?
O CFR 43
O CFR 21
O CFR 183

2. Which FAA publication is used to check the currency of orders and notices?
O AC 00-2
O AC 00-44
O AC 21-7
O Order WA 0000.4

3. Which FAA publication is used to check the currency of CFRs?
O AC 00-2
O AC 21-7
O AC 21-23
O AC 00-44

4. Which FAA publication is used to check the currency of Advisory Circulars (ACs)?
O AC 00-44
O AC 00-2
O AC 00-11
O Order WA 0000.4

5. Title 14 of the Code of Federal Regulations (CFRs) refers to -
O The President
O Wildlife and Fisheries
O Agriculture
O Aeronautics and Space

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

6. The word "Chapter" when used in CFR §21.17 refers to -
   - **O** Chapter 14
   - **O** Chapter 1
   - **O** Chapter 21
   - **O** Chapter 17

7. Special Federal Aviation Regulations (SFAR) are -
   - **O** Equivalent to a CFR
   - **O** Issued for a specified period
   - **O** Issued for a specific purpose
   - **O** All the above

8. The designee's signature must be in "permanent type" ink on the following form.
   - **O** Form 8100-2, Standard Airworthiness Certificate
   - **O** Form 8130-7, Special Airworthiness Certificate
   - **O** Form 8130-6, Application for Airworthiness Certificate
   - **O** All of the above

9. Typing errors may not be corrected on the following form.
   - **O** Any Airworthiness Application
   - **O** "E" Card
   - **O** Standard or Special Airworthiness Certificates
   - **O** All of the above

10. Designees may be authorized by the FAA to conduct inspections necessary to determine that products and related parts conform to the type design data and are in a condition for safe operation.
   - **O** True
   - **O** False

11. DMIR Designations are effective for?
   - **O** Indefinite Period of Time
   - **O** 12 Months
   - **O** Two Years

12. A representative's designation may be terminated upon a finding by the FAA that the designee did not properly perform his/her authorized duties.
   - **O** True
   - **O** False

13. What FAA order contains Type Certification project inspection procedures?
   - **O** Order 8120.2
   - **O** CFR 21
   - **O** Order 8110.4

14. On what FAA form are the majority of a designees inspections documented?
   - **O** FAA Form 8100-1
   - **O** FAA Form 8130-6
   - **O** FAA Form 8110-12

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

15. Where would you find the detailed instructions for completion of FAA Form 8130-3, Airworthiness Approval/Conformity Certification Tag?
O FAA Order 8120.2
O FAA Order 8110.4
O FAA Order 8130.21

16. Is it appropriate for designee to sign and issue an FAA Form 8130-3 tag, if the form is incomplete with regard to part quantity, nomenclature, part number, installation eligibility, or shipper's invoice number?
O Yes
O No

17. Entries on the FAA Form 8130-3 tag may be made in pencil.
O True
O False

18. Who should the designee contact for information and answers relative to his/her duties as a designee? Use your own words.
_____
_____
_____

19. Is it permissible to issue one FAA Form 8130-3 tag for several parts of the same number?
O Yes
O No

20. An application for a Type Certificate for other than a transport category aircraft is effective for:
O Indefinite Period of Time
O Five Years
O Three Years

21. Conformity to type design is considered attained when the required and proper components are installed and they are consistent with the drawings, specifications, and other data that is part of the Type Certificate.
O True
O False

22. Type Certificates are issued for aircraft, aircraft engines, and propellers.
O True
O False

23. The final type inspection report assures that all type inspection authorizations requirements are completed, all FAA regulations have been met, and the product is marketable.
O True
O False

24. An application for a Type Certificate must show compliance with FAA requirements that were in effect -
O As of the latest change to CFR Part 21
O As of the Type Certificate Approval Date
O On the date of the Application

25. The administrator of the FAA is empowered to issue -
O Maximum Standards
O Aircraft Identification Plates
O Reasonable Rules

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

26. What must be presented to the FAA by the applicant for each aircraft engine, or propeller presented for type certification?
   - **O** A $5 Service Fee
   - **O** A Statement of Conformity
   - **O** A Letter of Acceptance

27. Definitions for specific words and phrases used throughout the Code of Federal Regulations may be found in -
   - **O** CFR Part 21
   - **O** CFR Part 199
   - **O** CFR Part 1

28. The Code of Federal Regulations (CFR) is divided into -
   - **O** 100 Titles
   - **O** 50 Titles
   - **O** 10 Titles

29. What regulation defines the eligibility for obtaining an Export Airworthiness Approval?
   - **O** CFR 21.323
   - **O** CFR 21.601
   - **O** CFR 21.125

30. What Advisory Circular contains Export Airworthiness procedures and special requirements?
   - **O** AC 21-16
   - **O** AC 21-2H
   - **O** AC 21-18

31. What FAA order contains Airworthiness Inspection Procedures?
   - **O** Order 8130.2
   - **O** Order 8120.2
   - **O** Order 8110.4

32. What FAA order contains information concerning the completion of FAA form 8130-1, Application for Export Certificate of Airworthiness?
   - **O** Order 8130.2
   - **O** CFR 21
   - **O** AC 21-2E

33. An approved product was sold to a customer in the United States and was shipped to that customer. The product was not specifically inspected by the DMIR. The customer now has a desire to sell the product to a foreign operator. Would it now be appropriate for the DMIR to process an Export Airworthiness Approval?
   - **O** Yes
   - **O** No

34. FAA Form 8130-3, Airworthiness Approval Tag is a multiple purpose form. As a designee, which side of the form would you complete for the export of either PMA or TSO articles?
   - **O** Blocks 14 through 18
   - **O** Blocks 19 through 23
   - **O** Both

35. What FAA document identifies most special requirements for export of products to foreign countries?
   - **O** CFR 21
   - **O** AC 21-2H
   - **O** Order 8130.2

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

36. An order is received for parts manufactured by your firm for shipment of aviation parts to a foreign aircraft manufacturer. The aircraft manufacturer has requested that the parts be shipped with FAA Form 8130-3. The requested parts are not manufactured under either your firm's PMA or TSO authorization. The parts are, however, produced under the same quality control system and are available in the facilities for inspection. Would it be appropriate for the DMIR to complete the requested FAA Form 8130-3?
- **O** Yes
- **O** No

37. Designees may be authorized to perform evaluation or surveillance functions of their firm's quality control system on behalf of the FAA?
- **O** True
- **O** False

38. The FAA regulatory basis for export is -
- **O** CFR 43, Subpart D
- **O** CFR 21, Subpart L
- **O** AC 21-2H

39. Export requirements may be waived by the -
- **O** Manufacturer
- **O** FAA Representative
- **O** Foreign Civil Air Authority

40. Oral applications may be made by anyone desiring to export a "Class II" product.
- **O** True
- **O** False

41. An example of a "Class II" product is -
- **O** MS20470AD4-4 Rivets
- **O** A TSO-C22 Aircraft Seat Belt
- **O** A Complete Aircraft Propeller

42. What document is required to amend or modify an Airworthiness Certificate or Operating Limitations?
- **O** An amended Type Certificate
- **O** An application for Airworthiness Certificate
- **O** A Special Flight Authorization

43. Airworthiness Certificates may be issued for an aircraft manufactured under a Production Certificate without further showing.
- **O** True
- **O** False

44. U.S. aircraft registration requirements are located in -
- **O** CFR Part 45
- **O** CFR Part 21
- **O** CFR Part 47

45. There are no specific size requirements for PMA markings, provided they are legible.
- **O** True
- **O** False

46. All designee functions must be accomplished within your company's facilities, unless otherwise authorized by your managing office.
- **O** True
- **O** False

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

47. The privileges of a DMIR are stated in -
    - ○ FAA Order 8130.2
    - ○ Public Law 103-272
    - ○ CFR Part 183

I hereby affirm that I completed this designee test.

_____ _____
SIGNATURE DATE

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

AUTHORIZED FUNCTIONS AND TECHNICAL EXPERIENCE CRITERIA

INSTRUCTIONS: Applicant indicates below, the function(s) for which authorization is sought. On the following SPECIALIZED TECHNICAL EXPERIENCE tables indicate, by putting an "X" in the left column, the appropriate experience for the authorized functions desired. The experience indicated must be substantiated on a separate supplemental sheet and submitted with the application. The Advisor evaluates the requested function(s), and recommends authorized function(s) to the Evaluation Panel by marking the Adv column (Y=Yes, N=No) and provides rationale. The Evaluation Panel evaluates function(s) recommended by the Advisor and marks the EP column (Y=Yes, N=No) and provides rationale.

DMIR Applicants - Indicate Functions Desired						
1	2	3	4	5	6	7

Manufacturing DAR and ODAR Applicants - Indicate Functions Desired														
8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

AUTHORIZED FUNCTIONS

NOTE: A designee shall not be authorized to perform evaluation, surveillance, or investigations of quality control systems, data, procedures, methods, or service difficulty reports. These are inherently governmental functions that are NOT to be delegated. The FAA inspector will NOT authorize any privilege not included in section 183.31 and 183.33. Authorized function(s) must appear on the designees certificate of authority.

DMIR Codes and Functions:

01 Issue original standard or special airworthiness certificate for eligible aircraft and airworthiness approvals for engines, propellers, and product parts at a Production Approval Holder's (PAH's) facility, only when it has been determined that the product(s) conform to the approved design requirements and are in a condition for safe operation.

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

02 Issue special airworthiness certificate, in the experimental category, for the purpose of showing compliance with 14 CFR Chapters I and III for aircraft which the PAH holds the Type Certificate (TC) and has undergone changes to the type design that require a FAA official flight test.

NOTE: The designees shall contact their managing office to obtain any special direction or instructions before issuing each experimental airworthiness certificate.

03 Issue export certificate of airworthiness and export airworthiness approval tags in accordance with 14 CFR part 21, subpart L, for the PAH after determining that the products and parts submitted by the PAH conform to the type design, are in a condition for safe operation, and comply with the special requirements of the importing country.

NOTE: Part 21, subpart L, restricts the export of Class I, II, and III products to certain limitations or conditions. These specified limitations or conditions shall be thoroughly reviewed, understood, and satisfied before a DMIR performs these functions.

04 Issue special flight permits to export aircraft after determining that all products presented by the PAH for export conform to the PAH's type design, are in a condition for safe operation, and comply with the special requirements of the importing country.

05 Conduct conformity inspections to determine that prototype products and related parts conform to the design specifications.

06 Conduct conformity inspections to determine that production products and related parts conform to the approved type design and are in a condition for safe operation.

NOTE: All inspections will be delegated by the managing office. In all instances a complete company inspection of the products and related parts must be completed by the PAH or PAH-approved supplier before submitting for DMIR inspection. Generally, a DMIR shall not conduct inspections on behalf of the FAA if the individual has performed the identical inspection on behalf of the PAH or PAH's approved supplier.

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

07 Perform functions specifically identified on the DMIR certificate of authority for the PAH, or the PAH's supplier, at any location authorized by the FAA.

DAR-F and ODAR-F Codes and Functions:

08 Issue original standard airworthiness certificates for U.S.-registered aircraft and original airworthiness approvals for engines, propellers, parts, and appliances that conform to the approved design requirements and are in a condition for safe operation.

NOTE 1: Under this function code, the issuance of airworthiness approvals (Form 8130-3) are for domestic shipments only in accordance with FAA Order 8130.21, Procedures for Completion and Use of FAA Form 8130-3, Airworthiness Approval Tag.

NOTE 2: This includes Very Light Aircraft (VLA), aircraft built from spare and surplus parts, and surplus military aircraft. This does not include aircraft built in countries in which the United States does not have a BAA or BASA.

09 Issue special airworthiness certificates, in the experimental category, for the purpose of showing compliance with 14 CFR Chapter I, for U.S.-registered aircraft which have undergone changes to the type design and require flight test prior to the issuance/reissuance of an airworthiness certificate.

10 Issue original/recurrent special airworthiness certificate for primary category aircraft.

11 Issue original/recurrent special airworthiness certificates, in the experimental category, for the purposes of operating amateur-built aircraft, market survey, research and development, and crew training on U.S.-registered aircraft.

12 Issue original/recurrent special airworthiness certificate, in the experimental category, for the purpose of operating exhibition and air racing U.S.-registered aircraft located in the United States.

13 Issue original special airworthiness certificate for U.S.-registered restricted category aircraft, including aircraft built from spare and surplus parts or surplus military aircraft.

NOTE: Spare and surplus apply only to sections 21.21 and 21.27 type certificated aircraft.

14 Issue original Class I provisional airworthiness certificate.

15 Issue original/recurrent special airworthiness certificate for limited category.

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

16 Issue special flight permits for U.S.-registered aircraft for the purposes outlined in 14 CFR part 21, sections 21.197(a) (1), (2), (3), (4), (5), and 21.197(b).

17 Issue replacement for lost, stolen, or mutilated standard or special airworthiness certificate if the proper documentation can be obtained from the applicant.

NOTE: This includes the replacement of certificates when the aircraft registration number changes.

18 Issue original export airworthiness approval for Class I products in accordance with the provisions of part 21, subpart L.

19 Issue original export airworthiness approval for Class II products manufactured and located in the United States in accordance with part 21, subpart L.

20 Issue original export airworthiness approval for Class III products that are manufactured and located in the United States in accordance with part 21, subpart L. When this function is delegated to an individual DAR, its application is limited to exporting of Class III products only when employed by an applicant who is the PAH of the product being exported.

NOTE: DAR's may be full-time, part-time, or contract employees of a PAH.

21 Make conformity determinations on aircraft, engines, propellers, and parts thereof to be used for design evaluation programs, e.g., TC and STC programs, and complete all necessary reports.

22 Issue conformity certifications on behalf of the Civil Aviation Authority (CAA) for components manufactured by U.S. suppliers for non-U.S. product manufacturers. Determinations of conformity to the design, test, and quality requirements may be accomplished by a DAR only after the FAA has received notification from the CAA.

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

APPLICANT INFORMATION **Mark experience possessed for DMIR Functions 1, 2, 4, 6 & 7 and DAR/ODAR Functions 8 through 17 in the left column and attach supplemental substantiation.**		*FAA USE ONLY*	
Experience Includes	**ISSUE ORIGINAL AIRWORTHINESS CERTIFICATES**	**Adv**	**EP**
	Five (5) years of experience as a Designated Manufacturing Inspection Representative (DMIR), or		
	Five (5) years of experience as a Designated Alteration Station (DAS) inspector, or		
	Five (5) years of experience as a Delegation Option Authorization (DOA) inspector, or		
	Five (5) years of experience as a company inspector, or		
	Five (5) years of experience as an FAA manufacturing inspector.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original airworthiness certificates for aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought		
	An organization holding an FAA PC or APIS, must have a person(s) in its employ with five (5) years of experience similar to the experience listed below.		

APPLICANT INFORMATION **Mark experience possessed for DMIR Functions 3 & 7 and DAR/ODAR Function 18 in the left column and attach supplemental substantiation.**		*FAA USE ONLY*	
Experience Includes	**ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR CLASS I PRODUCTS**	**Adv**	**EP**
	Five (5) years of experience as a DMIR, or		
	Five (5) years of experience as a Delegation Option Authorization (DOA) inspector, or		
	Five (5) years of experience as a company inspector, or		
	Five (5) years of experience as an FAA manufacturing inspector.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original export airworthiness approvals for Class I products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought.		
	An organization holding an FAA PC or APIS, must have a person(s) in its employ with five (5) years of experience similar to the experience listed below.		

APPLICANT INFORMATION **Mark experience possessed for DMIR Functions 3 & 7 and DAR/ODAR Function 19 in the left column and attach supplemental substantiation.**		*FAA USE ONLY*	
Experience Includes	**ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR CLASS II PRODUCTS**	**Adv**	**EP**
	Three (3) years of experience as a DMIR, or		
	Three (3) years of experience as a DOA inspector, or		
	Three (3) years of experience as a company inspector, or		
	Three (3) years of experience as an FAA manufacturing inspector.		
	An organization as a holder of an FAA production approval must have a person(s) in its employ with three (3) years experience similar to the experience listed below:		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original airworthiness approvals for Class II products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought or show evidence of knowledge as indicated by the asterisk (*) below for Class II products.		
	* Show evidence of three (3) years experience (for Class II) with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine Class II products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval meet part 21, subpart L, and any special requirements of the importing country. Should include knowledge of:		
	*First article, in-process, and final assembly inspections;		
	*Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, plating, etc.);		
	*Destructive and nondestructive inspections;		
	*Manufacturing processes;		
	*Airworthiness assurance;		
	*Developing/implementing quality control systems/procedures;		
	*Testing procedures; and		
	*Use of FAA-approved type design data		

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

APPLICANT INFORMATION **Mark experience possessed for DMIR Functions 3 & 7 and DAR/ODAR Function 20 in the left column and attach supplemental substantiation.**		*FAA USE ONLY*	
Experience Includes	**ISSUE ORIGINAL EXPORT AIRWORTHINESS APPROVALS FOR CLASS III PRODUCTS**	**Adv**	**EP**
	Employed by a PAH authorized to issue export airworthiness approvals for Class III products.		
	One (1) year of experience as a DMIR, or		
	One (1) year of experience as a DOA inspector, or		
	One (1) year of experience as a company inspector, or		
	One (1) year of experience as an FAA manufacturing inspector.		
	Organization holding a FAA production approval must have a person(s) in its employ with one (1) year of experience similar to that listed below. Those person(s) authorized by the FAA to issue Form 8130-3 must perform or be directly in charge of inspections which determine that products conform to the PAH's approved type design data and are in a condition for safe operation.		
	Involved in either the actual issuance of or having responsibility for managing programs leading to the issuance of original airworthiness approvals for Class III products OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought: or show evidence of knowledge as indicated by the asterisk (*) below for Class III products.		
	* Show evidence of one (1) year experience (for Class III) with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine Class III products (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) submitted for original export airworthiness approval meet part 21, subpart L, and any special requirements of the importing country. Should include knowledge of:		
	*First article, in-process, and final assembly inspections;		
	*Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, plating, etc.);		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures;		
	*Testing procedures; and		
	*Use of FAA-approved type design data		

APPLICANT INFORMATION **Mark experience possessed for DMIR Functions 5 & 7 and DAR/ODAR Function 21 in the left column and attach supplemental substantiation.**		*FAA USE ONLY*	
Experience Includes	**MAKE CONFORMITY DETERMINATIONS ON AIRCRAFT AND PARTS THEREOF (including those submitted for FAA tests prior to issuance of a FAA Type Design Approval)**	**Adv**	**EP**
	Five years experience as a DMIR, or		
	Five years experience as a DAS inspector, or		
	Five years experience as a DOA inspector, or		
	Five years experience as a company Inspector, or		
	Five years experience as an FAA manufacturing inspector:		
	Involved in making actual conformity determinations or having responsibility for managing programs which lead to the determination that prototype or test articles, parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conformed to the type design under evaluation by the FAA or show evidence of knowledge as indicated by the asterisk (*****) below.		
	Organization holding an FAA production approval must have a person(s) in its employ with five years experience similar to experience listed below:		
	Organization not holding a FAA production approval must have a person(s) in its employ with five years experience similar to experience listed below:		
	*****Show evidence of five years experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine prototype or test articles, parts, or installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA design evaluation conform to the type design being evaluated. Should include knowledge of:		
	*First article, in-process, and final assembly inspections;		
	*Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, plating, etc.);		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures;		
	*Testing procedures; and		
	*Use of FAA-approved type design data.		

FIGURE 5. DMIR/DAR/ODAR APPLICATION EVALUATION (CONTINUED)

Applicant's Name_____

APPLICANT INFORMATION **Mark experience possessed for DMIR Functions 5 & 7 and DAR/ODAR Function 22 in the left column and attach supplemental substantiation.**		*FAA USE ONLY*	
Experience Includes	**ISSUANCE OF CONFORMITY CERTIFICATIONS FOR COMPONENTS MANUFACTURED IN THE UNITED STATES FOR NON-U.S. PRODUCT MANUFACTURER.**	**Adv**	**EP**
	Three years experience as a DMIR, or		
	Three years experience as a DAS Inspector, or		
	Three years experience as a DOA Inspector, or		
	Three years experience as a company Inspector, or		
	Three years experience as a FAA manufacturing Inspector.		
	Involved in making actual conformity determinations or having responsibility for managing programs which lead to the determination that prototype or test articles, parts, or installations (including completed aircraft OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) conformed to the type design under evaluation by the FAA, or show evidence of knowledge as indicated by the asterisk (*****) below.		
	Organization holding a FAA production approval must have a person(s) in its employ with five years experience similar to experience listed below:		
	*****Show evidence of five years experience with quality control methods and techniques. This experience must demonstrate the applicant's ability to determine prototype or test articles, parts, or installations, or completed aircraft (OF THE SAME TYPE AND COMPLEXITY as those for which authorization is sought) to be used for FAA design evaluation conform to the type design being evaluated. Should include knowledge of:		
	*First article, in-process, and final assembly inspections;		
	*Quality assurance provisions of special processes (e.g., heat treating, brazing, welding, carbonizing, plating, etc.);		
	*Destructive and nondestructive inspections		
	*Manufacturing processes		
	*Airworthiness assurance		
	*Developing/implementing quality control systems/procedures;		
	*Testing procedures; and,		
	*Use of FAA-approved type design data.		

FIGURE 6. INFORMATION THAT SHALL BE IN THE PROCEDURES MANUAL SUBMITTED BY THE ODAR APPLICANT

Procedures submitted shall, as a minimum, identify the ODAR's:

1. Policies and Objectives.
2. Organizational Structure.
3. Authorized Function(s).
4. Assignment of Responsibilities.
5. Training.
6. FAA Document Control (Safeguard FAA Forms and Certificates).
7. FAA Document Processing.
8. FAA Interface.
9. Supervision/Monitoring.
10. Authorized Individuals:
    a. General Qualifications.
    b. Specialized Experience.
    c. Authority and Responsibilities.
    d. Identification.
    e. Limitations and Restrictions.
11. Records Retention.

FIGURE 7. FAA GEOGRAPHIC LOCATIONS

Aircraft Certification Offices (ACOs)

Anchorage Aircraft Certification Office (ACE-115N)
Federal Aviation Administration
222 West 8th Ave
Anchorage, AK 99513
Telephone: (907) 271-2668
FAX: (907) 279-6365

Atlanta Aircraft Certification Office (ACE-115A)
Federal Aviation Administration
1895 Phoenix Blvd. Suite 450
Atlanta, GA 30349
Telephone: (770) 703-6035
FAX: (770) 703-6097

Boston Aircraft Certification Office (ANE-150)
Federal Aviation Administration
12 New England Executive Park
Burlington, MA 01803
Telephone: (781) 238-7150
FAX: (781) 238-7199

Brussels Aircraft Certification Staff (AEU-100)
Federal Aviation Administration
15 rue de la Loe (1st floor)
B-1040
Brussels, Belgium
Telephone: 9-011-32 2 508 Extension 2710
FAX: 901 (32)2 230 68 99

Chicago Aircraft Certification Office (ACE-115C)
Federal Aviation Administration
2300 East Devon Avenue
Des Plaines, IL 60018
Telephone: (847) 294-7357
FAX: (847) 294-7834

Denver Aircraft Certification Office (ANM-100D)
Federal Aviation Administration
26805 E. 68th Ave., Room 214
Denver, CO 80249
Telephone: (303) 342-1080
FAX: (303) 342-1088

Engine Certification Office (ANE-140)
Federal Aviation Administration
12 New England Executive Park
Burlington, MA 01803
Telephone: (781) 238-7140
FAX: (781) 238-7199

Fort Worth Airplane Certification Office (ASW-150)
Federal Aviation Administration
2601 Meacham Blvd.
Fort Worth, TX 76137
Telephone: (817) 222-5150
FAX: (817) 222-5959

Fort Worth Rotorcraft Certification Office (ASW-170)
Federal Aviation Administration
2601 Meacham Blvd.
Fort Worth, TX 76137
Telephone: (817) 222-5170
FAX: (817) 222-5959

Fort Worth Special Certification Office (ASW-190)
Federal Aviation Administration
2601 Meacham Blvd.
Fort Worth, TX 76137
Telephone: (817) 222-5190
FAX: (817) 222-5959

Los Angeles Aircraft Certification Office (ANM-100L)
Federal Aviation Administration
3960 Paramount Blvd.
Lakewood, CA 90712
Telephone (562) 627-5200
FAX: (562) 627-5210

New York Aircraft Certification Office (ANE-170)
Federal Aviation Administration
10 5th Street, 3rd Floor
Valley Stream, NY 11581
Telephone: (516) 256-7500
FAX: (516) 568-2716

FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)

Aircraft Certification Offices (ACOs)

Seattle Aircraft Certification Office (ANM-100S)
Federal Aviation Administration
1601 Lind Avenue SW
Renton, WA 98055-4056
Telephone: (425) 227-2180
FAX: (425) 227-1181

Wichita Aircraft Certification Office (ACE-115W)
Federal Aviation Administration
1801 Airport Road, Room 100
Wichita, KS 67209
Telephone: (316) 946-4100
FAX: (316) 946-4407

FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)

Manufacturing Inspection Offices/Manufacturing Inspection District Offices/Manufacturing Inspection Satellite Offices (MIOs/MIDOs/MISOs/CMUs)

Federal Aviation Administration
Mobile Manufacturing Inspection
Satellite Office
Brookley Field - Building 28
P.O. Box 5196 - Bayside Station
Mobile, Alabama 36615
Telephone: (334) 441-5253
FAX: (334) 441-6032

Federal Aviation Administration
Phoenix Manufacturing Inspection
District Office
13951 N. Scottsdale Road, Suite 123
Scottsdale, Arizona 85254-3454
Telephone: (602) 640-2101
FAX: (602) 640-2113

Federal Aviation Administration
Oklahoma City Manufacturing Inspection
District Office
Wiley Post Airport
FAA Building, Room 206
Bethany, Oklahoma 73008
Telephone: (405) 798-2052
FAX: (405) 798-2062

Federal Aviation Administration
Los Angeles Manufacturing Inspection
District Office
3960 Paramount Boulevard
Lakewood, California 90712-4137
Telephone: (562) 627-5290
FAX: (562) 627-5319/5293

Federal Aviation Administration
Van Nuys Manufacturing Inspection
District Office
7120 Hayvenhurst Ave., Suite 100
Van Nuys, California 91406
Telephone: (818) 904-6298
FAX: (818) 904-6001

Federal Aviation Administration
Windsor Locks Manufacturing Inspection
District Office, NE-MIDO-41
Building 85-214, 2nd Floor
Bradley International Airport
Windsor Locks, Connecticut 06096
Telephone: (860) 654-1091
FAX: (860) 654-1089

Federal Aviation Administration
Orlando Manufacturing Inspection
District Office
Citadel International III Building
5950 Hazeltine National Drive, Suite 405
Orlando, Florida 32822
Telephone: (407) 855-9050
FAX: (407) 438-1900

Federal Aviation Administration
Atlanta Manufacturing Inspection
District Office
One Crown Center
1895 Phoenix Boulevard, Suite 475
Atlanta, Georgia 30349
Telephone: (770) 703-6100
FAX: (770) 703-6108

Federal Aviation Administration
Savannah Manufacturing Inspection
Satellite Office
404 Airways Avenue
Savannah, Georgia 31408
Telephone: (912) 652-5933
FAX: (912) 652-5934

FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)

Manufacturing Inspection Offices/Manufacturing Inspection District Offices/Manufacturing Inspection Satellite Offices (MIOs/MIDOs/MISOs/CMUs)

Federal Aviation Administration
Chicago Manufacturing Inspection
Satellite Office
2300 East Devon Avenue
Des Plaines, Illinois 60018
Telephone: (847) 294-7190
FAX: (847) 294-7826

Federal Aviation Administration
Minneapolis Manufacturing Inspection
District Office
6020 28th Avenue South, Room 103
Minneapolis, Minnesota 55450-2700
Telephone: (612) 713-4366/4367
FAX: (612) 713-4365

Federal Aviation Administration
Wichita Manufacturing Inspection
District Office
1801 Airport Road, Room 101
Mid-Continent Airport
Wichita, Kansas 67209
Telephone: (316) 946-4175
FAX: (316) 946-4452

Federal Aviation Administration
Kansas City Manufacturing Inspection
District Office
Downtown Airport, Room 272
250 Richards Road
Kansas City, Missouri 64116-4232
Telephone: (816) 474-0015
FAX: (816) 474-3811

Federal Aviation Administration
San Antonio Manufacturing Inspection
District Office
10100 Reunion Place, Suite 650
San Antonio, Texas 78216
Telephone: (210) 308-3360
FAX: (210) 308-3370

Federal Aviation Administration
Teterboro Manufacturing Inspection
District Office, NE MIDO-45
150 Fred Wehran Drive, Room 2
Teterboro Airport
Teterboro, New Jersey 07608
Telephone: (201) 288-4340/4341
FAX: (201) 645-2367

Federal Aviation Administration
Manufacturing Inspection
Satellite Office, NE-MISO-42
12 New England Executive Park
Burlington, Massachusetts 01803
Telephone: (781) 238-7184
FAX: (781) 238-7898

Federal Aviation Administration
Dallas/Fort Worth Manufacturing Inspection
District Office
2601 Meacham Boulevard
Fort Worth, Texas 76137-4298
Telephone: (817) 222-5108
FAX: (817) 222-5995

Federal Aviation Administration
Detroit Manufacturing Inspection
Satellite Office
Willow Run Airport-East Side
8800 Beck Road
Belleville, Michigan 48111
Telephone: (734) 487-7232/7364
FAX: (734) 487-7429

Federal Aviation Administration
Farmingdale Manufacturing Inspection
District Office, NE MIDO-46
Admin. Bldg., Suite 236
7150 Republic Airport
Farmingdale, New York 11735-1585
Telephone: (516) 694-8420
FAX: (516) 694-8424

FIGURE 7. FAA GEOGRAPHIC LOCATIONS (CONTINUED)

Manufacturing Inspection Offices/Manufacturing Inspection District Offices/Manufacturing Inspection Satellite Offices (MIOs/MIDOs/MISOs/CMUs)

Federal Aviation Administration
Cleveland Manufacturing Inspection
District Office
Federal Facilities Building, Room 127
Cleveland/Hopkins International Airport
Cleveland, Ohio 44135
Telephone: (216) 265-1380
FAX: (216) 265-1388

Federal Aviation Administration
Vandalia Manufacturing Inspection
District Office
3800 Wright Drive
Vandalia, Ohio 45377
Telephone: (937) 898-3991
FAX: (937) 898-8717

Federal Aviation Administration
Manufacturing Inspection
District Office, NE-MIDO-44
400 Airport Drive, Room 102
New Cumberland, Pennsylvania 17070
Telephone: (717) 782-4425/4426
FAX: (717) 782-2231

Federal Aviation Administration
Nashville Manufacturing Inspection
Satellite Office
#2 International Plaza Drive, Suite 700
Nashville, Tennessee 37217
Telephone: (615) 781-5441
FAX: (615) 781-5442

Federal Aviation Administration
Seattle Manufacturing Inspection
District Office & Boeing Certificate
Management Office
1601 Lind Avenue SW.
Renton, Washington 98055-4056
Telephone: (425) 227-2170
FAX: (425) 227-1330

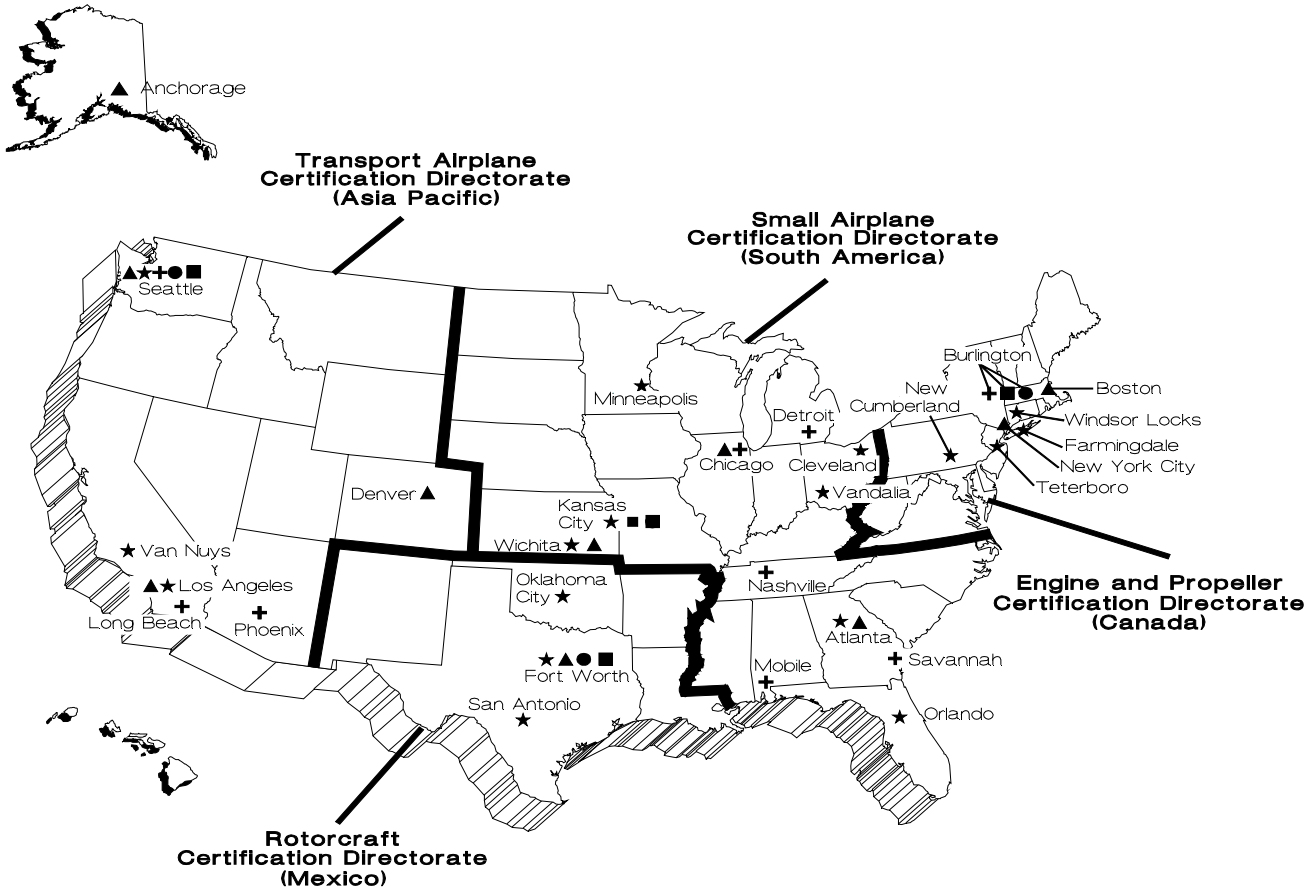
Federal Aviation Administration
Everett Certificate Management Unit, CMU-41, M/S
OF-04
P.O. Box 3707
Seattle, Washington 98124-2207
Telephone: (425) 342-4770
FAX: (425) 342-0139

Federal Aviation Administration
Renton Certificate Management Unit, CMU-42, M/S
94-08
P.O. Box 3707
Seattle, Washington 98124-2207
Telephone: (425) 237-6229
FAX: (425) 965-0264

Federal Aviation Administration
Auburn Certificate Management Unit, CMU-43, M/S
5R-06
P.O. Box 3707
Seattle, Washington 98124-2207
Telephone: (425) 931-2466
FAX: (425) 931-3338

Federal Aviation Administration
Long Beach Certificate Management
Unit, CMU-47
3960 Paramount Blvd.
Lakewood, California 90712
Tel: (562)593-3180
Fax: (562)982-9546

Figure 8
GEOGRAPHICAL BOUNDARIES AIRCRAFT CERTIFICATION DIRECTORATES



Aircraft Certification Staff
Brussels Belgium
(Europe, Africa, and Middle East)

- ● Directorate Headquarters
- ▲ Aircraft Certification Offices
- ■ Manufacturing Inspection Offices
- ★ Manufacturing Inspection District Offices
- \+ Manufacturing Inspection Satellite Offices

September 1998

FIGURE 1. FLOW CHART

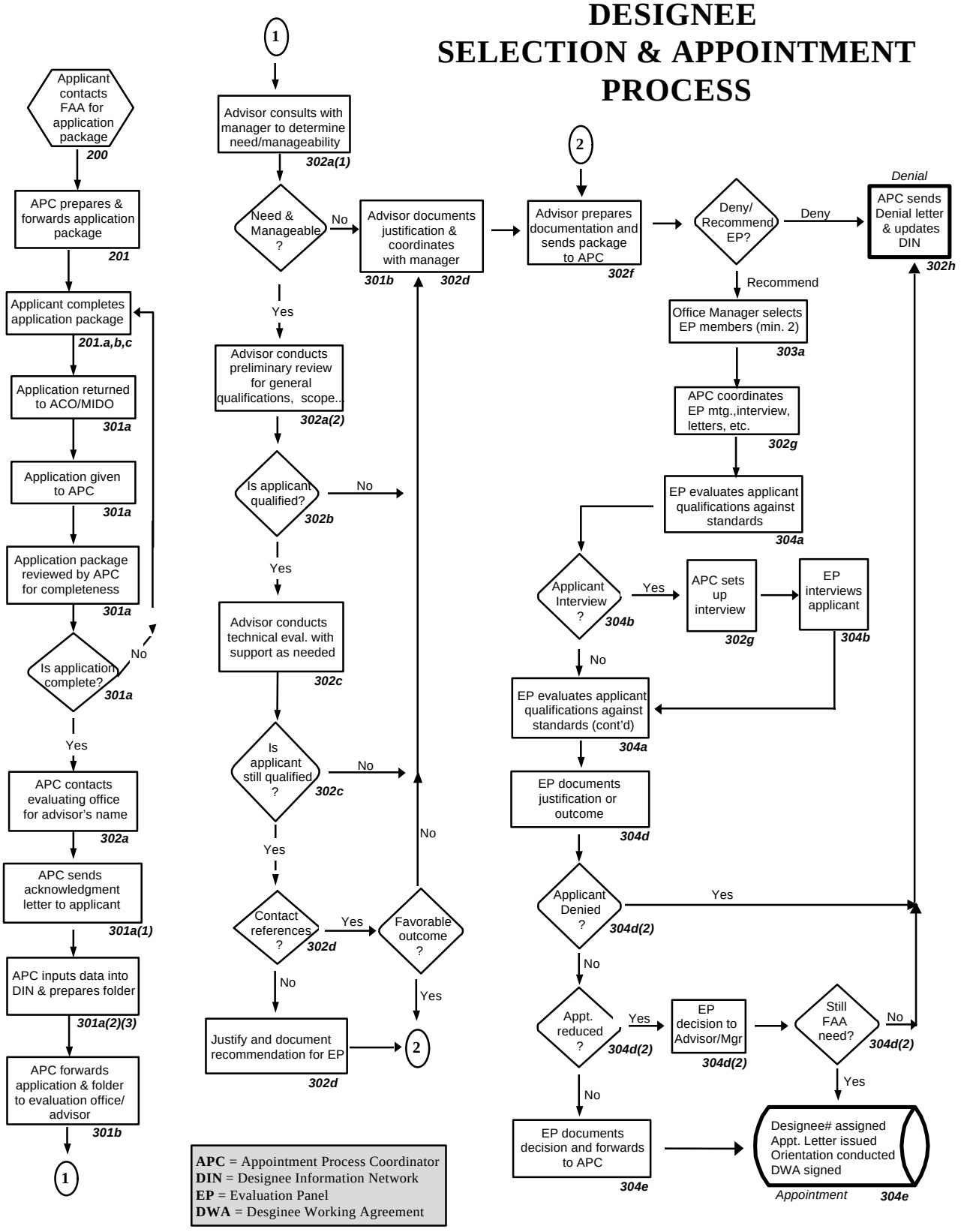


FIGURE 2. DESIGNEE APPOINTMENT TRACKING DOCUMENT

_____1. Cursory check of application and request additional information if necessary. (APC)

_____2. Review resume. (FAA Advisor's name:_____)

Based on resume or previous experience, is there reason to believe that the applicant would be an asset to the ACO/MIDO/MISO? If we don't think this applicant would reduce our workload, the applicant should be rejected at this point.

_____3. Response to applicant. (Within 30 days)

_____4. Ensure APC has entered applicant in DIN.

_____5. Contact applicant as necessary.

_____6. Evaluation (in writing) of why the applicant does not meet the following criteria. (See Tables I-IV Appointment Criteria)

a) Regulatory Criteria.
b) Technical Criteria.
c) Standardization Criteria.
d) Interface Criteria.

____ 7. Company Position (not applicable for consultants). Employed and recommended by the company. Position within company with sufficient authority to administer compliance effectively.

____ 8. Evaluation (in writing) for each area for which a delegated function was requested and why the applicant was not qualified.

____ 9. Recommendation - Circle One:

a) Forward to Evaluation Panel with a recommendation to appoint.
b) Forward to Evaluation Panel with a recommendation to identify as a candidate.
c) Send applicant denial letter.

ADVISOR'S SIGNATURE: _____ Date: _____

FIGURE 2. DESIGNEE APPOINTMENT TRACKING DOCUMENT (CONTINUED)

_____10. Evaluation Panel review. Decision for immediate designee appointment, accept as a candidate, or reject application. Provide written evaluations if agreement is not reached and resolve with management. Send applicant letter informing them of the decision and initial on the evaluation form for each delegation accepted.

_____11. Interview applicant. (if not, document justification)

EVALUATION PANEL DECISION:

APPOINTMENT: _____

RECOMMEND CANDIDACY: _____

DENY APPOINTMENT: _____

(Justify rationale for denial, in writing, and attach to this document.)

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

_____12. Orientation. For designee appointments or candidate status, outline expectations. For DER candidates, have candidate develop a plan to gain the experience necessary for appointment. For DAR candidates, review the DAR Candidate Development Profile.

_____13. Have the applicant sign the Designee Working Agreement.

_____14. Review candidate. Toward the end of one year period, evaluate candidate.

a) Has the candidate demonstrated a good command of English language?
b) Has the candidate demonstrated integrity?
c) Has the candidate demonstrated sound judgment?
d) Has the candidate demonstrated a cooperative attitude?
e) Has the candidate demonstrated an ability to act on behalf of the FAA?
f) Based on demonstrated performance, will this candidate reduce FAA workload?

If any of these criteria are undemonstrated or there are concerns based on these criteria, a determination must be made as to how the criteria will be satisfied or the candidacy terminated.

FIGURE 2. DESIGNEE APPOINTMENT TRACKING DOCUMENT (CONTINUED)

_____15. Pre-appointment interview (after candidate period). Outline coordination expectations.

_____16. Return file to APC who will verify file includes all documentation required and update appointment/candidate/denied status in the DIN database.

APPEAL PANEL RECOMMENDATION: APPOINT: _____

RECOMMEND CANDIDACY: _____

DENY APPLICATION: _____
(Justify rationale for denial, in writing, and attach to this document.)

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

MEMBER SIGNATURE: _____ Date: _____

FIGURE 3. EFFECTIVE INTERVIEWING

The following information can be used when interviewing applicants in any interview venue.

1. Interviewer's Preparation. The most important part of the interview is the interviewer's preparation. This preparation begins when the interviewer picks up an application package or resume. Be prepared with note paper or flags. Your first reading through the package will raise some questions - note them now before you forget. Dates may not make sense, job functions may be vague, and things that go unsaid may be more important than what is said. The interview is the time to fill in the gaps.

2. Types of Questions. Be flexible in the type of questions you ask the applicant. Some question styles may provide you with misleading information while others just seem cumbersome.

a. Closed-ended questions can only be answered yes or no. This kind of question does not provide much information about the applicant. It can, however, be useful for verifying information ("You worked on type certification programs at ABC Company?"), or gaining commitment ("Will you call us if you have any questions?").

b. Open-ended questions demand an explanation in response. These questions might begin with, "How do you....?" or "Tell me about....?".

c. Past-performance questions are open-ended questions that require the applicant to relate detailed examples of past activities. Look for specifics in the answers.

d. Negative-balance questions offset the halo effect that some people get as they say all those wonderful things about themselves. An example might be, "What programs have you worked that did not turn out so well?"

e. Negative confirmation questions follow-up on the information learned from the negative balance questions. When the applicant relates something that did not go well but blames it on someone else, press for a situation when it was the applicant's fault. This will help us understand how the applicant deals with accountability and responsibility.

f. Reflexive questions help you to maintain control of the interview no matter how long the applicant rambles. An example is, "That's very interesting. I think it's time to move onto another area, don't you agree?"

g. Mirror statements are used in combination with silence. When the applicant seems to be glossing over something, repeat a key element, close your mouth, and look expectantly at the applicant. For example, "So, you were witnessing a test and were called away..."

h. Loaded questions are often abused by interviewers that want to play power games with the applicant. This question style requires the applicant to choose between tough options and can lend insight into the applicant's decision-making approaches. For example, "What would you do if making the right compliance decision cost you your job?"

i. Half-right reflexives are used to gain insight into applicant's competence and technical knowledge. The technique is to make a statement that is only partially correct and ask the interviewee to agree.

FIGURE 3. EFFECTIVE INTERVIEWING (CONTINUED)

j. Leading questions seem to direct the applicant to a specific answer by answering the question in the question. For example, "We believe in using TQM in our daily activities. How do you feel about that?" Leading questions are generally not useful to learning more about the applicant.

k. Question layering combines different styles to zero-in on the answer you need. If the applicant fails to answer the open question, you can move to asking about the same topic in a mirror statement or loaded question.

l. Hamburger-helper questions can stretch a question to provide more complete information. You can ask for more detail or an example; ask what the applicant learned from that experience; or sit quietly and say nothing.

NOTE: The Evaluation Panel might spend up to 20% of the interview asking questions; the other 80% MUST be spent LISTENING. Do not editorialize; do not show signs of agreement or disagreement; in fact, do not comment at all unless it serves your purpose to get more information from the applicant. Watch for body language for congruence with the applicant's words.

3. Getting Started. The most professional way to conduct an interview is according to a predetermined plan. Having analyzed the background material on the applicant, group your concerns and topics into subject areas. WRITE DOWN THE QUESTIONS and say them out loud to the rest of the interview panel to make sure the question can be understood. Keep questions simple and frame them simply; this is not a test in deciphering complicated questions. Decide who on the panel will ask what questions and how the panel will follow-up to get more information. Try to make the applicant comfortable. Offer coffee, water, etc. Discuss hobbies or weather or something non-controversial to break the ice. Once the interview begins, stay focused. If the applicant becomes flustered, be patient but do not let them off the hook. If their experience on a particular issue is relevant and they cannot seem to think of anything, just sit quietly. They can be prompted with, "Take your time to answer. I'm sure something will come." If this happens early in the interview, consider moving on and coming back to the question later.

FIGURE 3. EFFECTIVE INTERVIEWING (CONTINUED)

4. Subject Arenas. Consider covering the following arenas and be sure to TAKE NOTES:

- **Technical Ability -** Use questions to verify or amplify documentation provided in the application such as gaps in employment, specific job activities, training, etc.

- **Communication Skills -** Discover types of communication used in work experience (written or oral), how complex issues were communicated, what communication strategies have worked or not worked well in the past.

- **Decision Making and Conflict Management -** Discover what kinds of decisions they have made, how they make decisions, how they handle unpopular decisions and what they do when conflict occurs.

- **Willingness -** How does being a designee fit into their career plans or simply, why do they want to be a designee.

- **Teamwork -** What is their experience working on teams; what roles have they played; what was the best/worst team they've been on; how do they handle people with different backgrounds and interests from theirs.

- **Manageability -** How have they related to previous bosses, current boss, FAA as a boss, etc.

5. Close-out. Recap the major subjects covered and ask if they would like to add anything. Advise the applicant that they will be hearing from the FAA with our appointment decision.

6. Decide and Document. The Evaluation Panel consensus process is covered elsewhere in this document. The overriding issue is whether I, as a member of the Evaluation Panel and an FAA employee who will be working with this person, believe that it is in the best interests of the FAA to have this person as a designee. There are no right or wrong answers to the interview questions. Each EP member makes their own decision based on their own judgment and weighs it with the decisions of the other EP members. The discussion continues until consensus is reached.

The decision must be adequately documented and explained to the applicant. Few applicants will appeal an EP decision if they understand the reasons for it.

FIGURE 4. CHECKING DESIGNEE APPLICANT REFERENCES

The following guidelines have made it easier for FAA specialists to contact and ask questions of someone listed as a reference.

Reference Requirements

The designee appointment process requires that designee applicants supply two kinds of references:
1) Persons who have knowledge of the applicant's technical expertise and experience and
2) Persons who can verify that the applicant possesses integrity, ethics, and interpersonal skills.
At least three references of each type must agree that the applicant has the appropriate technical skills or character qualities.

Legal Responsibility

Although the FAA provides no remuneration to designees, we are, in a sense, "hiring" them to represent us and perform some of our functions for the public. It is important then that we delegate qualified personnel. In checking references however, we must operate within the law and use good judgment. A general test for determining the legality of a question is to ask, "Is the question necessary to determine the applicant's ability to discharge the responsibilities of a designee satisfactorily?" If not, do not ask. Questions about height, weight, age, marital status, religious or political beliefs, birthplace, race and national origin are illegal.

Making The Call

My name is _____ and I am representing the XYZ Office of the FAA. Mr./Ms. _____ has made application with us to be a Designated _____ Representative. Pursuant to that application, Mr./Ms. _____ has provided a list of references.

Technical References

_____ has identified you as someone who is knowledgeable about their technical expertise and experience. Would you mind answering a few questions about Mr./Ms. _____?

- Describe the job/project/company where you worked with Mr./Ms. _____.
- What was Mr./Ms. _____ responsible for in that case?
- How did Mr./Ms. _____ arrive at technical decisions?
- How did Mr./Ms. deal with complex problems?
- How did Mr./Ms. deal with opposition to their technical decisions?
- With what levels of management did Mr./Ms. _____ interact? On what issues?

A designee uses his/her technical expertise and experience to make safety-related decisions on behalf of the FAA. Do you believe that Mr./Ms. _____ has sufficient technical expertise and experience to make critical flight-safety decisions?

FIGURE 4. CHECKING DESIGNEE APPLICANT REFERENCES (CONTINUED)

Character References

- Mr./Ms. _____ has identified you as someone who can provide us with information about his/her integrity, ethics, and interpersonal skills. Would you mind answering a few questions about Mr./Ms. _____?

- Describe your relationship with Mr./Ms. _____.

- Do you normally communicate with Mr./Ms. _____ orally or in writing? Describe his/her communication style.

- When faced with a conflict, what does Mr./Ms. _____ do?

- The delegation Mr./Ms. _____ applied for places him/her in position of making the correct safety decisions for the flying public. Would you trust Mr./Ms. _____ to make those decisions for you?

When finished, thank the reference for his/her time and state that the information will be used to enhance aviation safety.

Using Good Judgment

Please note that the last question in each of the above is a closed question that begs a yes/no answer. This is intentional. The point is to get the reference to decide either yes or no. If the reference will not commit to one or the other, it is up to the interviewer to decide whether that reference agrees or disagrees that the applicant qualifies to be a designee. This requires good listening skills and considerable judgment on our part.

FIGURE 5. REACHING CONSENSUS

Adapted from the Workforce Development Training Program and Southwest Region's Managing Diversity Workgroup Report.

1. Consensus is group decision-making at its purest. It means arriving at a decision each member of the group can accept.

2. In using consensus:

a. All members of the group participate fully in the decision-making process.

b. The group arrives at a decision that every member of the group can accept and support.

NOTE: This may not be the outcome each person favored, but each person decides he/she can live with it. When each member of the team has reached this point, the team has reached consensus: "universal agreement."

3. Consensus can be reached by following these steps:

a. Specify differences.

(1) Fully explore the needs and concerns of each party.

(2) Use clarifying and verifying skills to ensure other people's needs and concerns are understood by all.

(3) Specifying differences may:

(a) Bring the realization that no conflict exists.

(b) Render conflict easier to resolve.

b. Explore alternatives.

(1) Individuals offer alternative ideas and invite reactions/responses.

(**2)** Constructive feedback builds on ideas offered.

c. Generate additional options.

(1) Hypothetically lift constraints by asking "what if" questions.

"What if you had to do it tomorrow...what would you do?"
"What if time were not a constraint...what would you do?"

(2) This can help uncover real needs and disguised concerns.

FIGURE 5. REACHING CONSENSUS (CONTINUED)

4. Strong emotions can interfere with the process of reaching consensus in a conflict situation.

a. This is especially true when individuals feel a strong investment in the situation.

b. The goal is for individuals to defuse their (and others') emotions and redirect the energy toward solving the problem (let thinking vs. feeling take over).

5. Individuals can help the team reach consensus by the way they behave in the group:

a. Avoid pressing the argument for an individual view.

b. Avoid the assumption that someone must win and someone must lose.

c. Avoid changing your mind just to avoid conflict.

d. Avoid conflict-reducing techniques like majority vote, averages, coin tosses, and bargaining.

e. Recognize that differences of opinion are natural and expected.

f. Identify areas of agreement as you go along.

g. Test for consensus by asking how close the group is to "living with" the decision.

h. Consider making a rule that a veto must be accompanied by an alternative proposal.

6. Following through on the consensus process enables individuals to accept views, ideas, and perspectives different from theirs.

FIGURE 1. SAMPLE DESIGNEE WORKING AGREEMENT

DESIGNEE WORKING AGREEMENT

1.0 Basis and Requirements for Delegation of Authority

US Code Title 49 is the legislative instrument governing US aviation.

Section 44701(a) states that the Administrator of the FAA "shall promote safe flight of civil aircraft in air commerce..."

To fulfill these responsibilities the Administrator is provided with various resources including the power to delegate to others. This power is specified in Section 44702(d) Delegation:

"(1) Subject to regulations, supervision, and review the Administrator may prescribe, the Administrator may delegate to a qualified private person, or to an employee under the supervision of that person, a matter related to:

(a) The examination, testing, and inspection necessary to the issuance of a certificate under this chapter; and

(b) Issuing the certificate.

(2) The Administrator may rescind a delegation under this subsection at any time for any reason which the Administrator deems appropriate."

In addition, Title 14, Code of Federal Regulations part 1 indicates that where the regulations make reference to the "Administrator," this also includes any person authorized by the Administrator to exercise or perform that specific power, duty or function.

2.0 Authorization and Role of a Designee

Order 8100.8 sets out policy, procedures and conditions under which an applicant may obtain a delegation of authority that may be exercised by a designee.

When accomplishing this task the designee uses the same standards, procedures and interpretations applicable to FAA employees accomplishing similar tasks. The designee is also required to observe all conditions and limitations imposed by the Administrator on the authority delegated.

3.0 Statement of Acceptance of Responsibilities and Obligations

I understand and accept the responsibilities and obligations, as detailed in my letter of authorization and Orders 8100.8, 8110.37, and/or 8130.28 (specify those that apply), associated with the exercise of the authority delegated by the Administrator.

FIGURE 1. SAMPLE DESIGNEE WORKING AGREEMENT (REVERSE SIDE)

As an authorized designee (specify type), I will:

a) Function in accordance with the Responsibilities, Privileges, and Limitations contained in the relevant regulations and orders;

b) Dedicate the required resources for the effective performance of the delegated functions;

c) Remain knowledgeable in the (specify) specialty and in the applicable airworthiness standards, policies and procedures;

d) Attend FAA sponsored training as required; and

e) Cooperate with the FAA in exercising this delegated authority.

_____ _____

Mr/Ms J. Doe, DXX12345XX Date

FIGURE 2. SAMPLE DAR CANDIDATE DEVELOPMENT PROFILE

DAR Candidate's Name:_____
Managing Office:_____
Advisor:_____

Function	Date	Description of Function Performed	Advisor's Signature
Demonstrates knowledge of certification procedures for products and parts of 14 CFR part 21.			
Understands the ASI involvement/role in the TC/STC process per Order 8110.4.			
Demonstrates the ability to interpret drawings with respect to characteristics such as material, dimensions, general notes, clearances, etc., to determine inspection requirements.			
Demonstrates the ability to interpret special processes (e.g., welding, heat treat, coating/plating, non-destructive testing, etc.).			
Demonstrates the ability to inspect parts with the use of standard inspection equipment (e.g., micrometer, hardness testers, height gauges, etc.) to determine part conformity.			
Demonstrates the ability to interpret inspection procedures/records that control fabrication and assembly of components (e.g., engine build up modules, aircraft structural assemblies, etc.).			
Demonstrates the ability to interpret test results of products/components to FAA-approved test plans.			
Demonstrates the ability to conduct inspections leading to airworthiness certificate of aircraft per FAA Order 8130.2.			
Demonstrates the ability to conduct inspections leading to airworthiness certificate using FAA Form 8100-1, Conformity Inspection Record.			

FIGURE 2. SAMPLE DAR CANDIDATE DEVELOPMENT PROFILE (CONT'D)

DAR Candidate's Name:_____
Managing Office:_____
Advisor:_____

Function	Date	Description of Function Performed	Advisor's Signature
Demonstrates knowledge of the applicable directives contained in the FDR-1D kit for the DAR authorization sought.			
Demonstrates knowledge of aircraft registration requirements of 14 CFR part 47.			
Demonstrates knowledge of registration and data plate requirements of 14 CFR part 45.			
Demonstrates knowledge of the Type Certificate Data Sheets, Aircraft Specifications, and Aircraft Listings.			
Demonstrates knowledge of Airworthiness Directives of 14 CFR part 39.			
Demonstrates knowledge of maintenance requirements of 14 CFR part 43.			
Demonstrates general knowledge of the aircraft conformity requirements (FAA Form 8130-9).			
Demonstrates general knowledge of the aircraft weight and balance requirements.			
Demonstrates knowledge of proper aircraft ballast safety precautions.			
Demonstrates general knowledge of the coordination requirement with FAA Flight test personnel with regard to Type Inspection Authorizations (TIA's) and Conformity Inspections.			

FIGURE 1. SAMPLE ACKNOWLEDGMENT OF LETTER REQUESTING DESIGNEE INFORMATION

U.S. Department
of Transportation

Federal Aviation Administration

[Date]

[Applicant's Name]
[Applicant's Address]

Dear **[Applicant's Name]:**

This is to acknowledge receipt of your letter dated **[Insert Date]** requesting **[DER/DMIR/DAR/ODAR]** information.

Your letter is being returned to you along with the **[DER/DMIR/DAR/ODAR]** application package. Please submit the application in accordance with the instructions.

If you have any questions regarding the application process, please call **[APC's Name]** at **[APC's Phone #]**.

Sincerely,

[Manager's Name]
[Appointing Office]

Enclosure

FIGURE 2. SAMPLE ACKNOWLEDGMENT OF RECEIPT OF APPLICATION

U.S. Department
of Transportation

**Federal Aviation
Administration**

[Date]

[Applicant's Name]
[Applicant's Address]

Dear **[Applicant's Name]**:

This is to acknowledge that your application for **[Insert type of designation]**, dated May 20, 1997, was received in this office on **[Date application was received].** The application will be evaluated against the FAA's established criteria and you will be provided a decision within 90 days of the date your application was received.

If you have any questions regarding the application process, please call **[APC's Name]** at **[APC's Phone #]**.

Sincerely,

[Manager's Name]
[Appointing Office]

FIGURE 4. SAMPLE NOTIFICATION APPLICATION FORWARDED TO EVALUATION PANEL

U.S. Department
of Transportation

Federal Aviation Administration

[Date]

[Applicant's Name]
[Applicant's Address]

Dear **[Applicant's Name]**:

This letter is to advise you that your application for **[Insert designee position sought]** has not been forwarded to an Evaluation Panel for review. in the following requested areas:

[List Areas Requested]

The Evaluation Panel is composed of individuals who have direct knowledge relating to the designation(s) you requested. The evaluation panel has been scheduled to interview you on **[Date & Time]** at **[Location of Meeting]**. Please contact **[APC's Name & Phone #]**, to confirm that you can meet with the panel or to reschedule the interview for a more convenient time.

[Mr./Ms. Advisor's Last Name] has been assigned as your advisor. **[He/She]** is your point of contact with the Federal Aviation Administration to answer any technical questions you may have. You may reach **[him/her]** at **[Advisor's Phone #]**.

Sincerely,

[Manager's Name]
[Appointing Office]

FIGURE 4. SAMPLE NOTIFICATION APPLICATION NOT FORWARDED TO EVALUATION PANEL

U.S. Department
of Transportation
Federal Aviation
Administration

[Date]

[Applicant's Name]
[Applicant's Address]

Dear **[Applicant's Name]**:

This letter is to advise you that your application for **[Insert type of designation**] has not been forwarded to an Evaluation Panel for review. A preliminary review against the established criteria for appointment revealed your application was deficient in the following areas:

[Show appointment criteria deficiency with explanation]

You have the option of appealing our decision, or you may resubmit your application with additional information at any time. Should you chose to exercise your right of appeal, you may contact **[APC and phone number],** and request that an Appeal Panel be convened. You must exercise this option within 60 days of the date of this letter.

Thank you for your interest in the DER program.

Sincerely,

[Manager's Name]
[Appointing Office]

FIGURE 5. SAMPLE NOTIFICATION OF DENIAL LETTER

U.S. Department
of Transportation

**Federal Aviation
Administration**

[Date]

[Applicant's Name]
[Applicant's Address]

Dear **[Applicant's Name]**:

This letter is to advise you that your application for **[Insert type of designation**] has been denied. A review against the established criteria for appointment revealed your application was deficient in the following areas:

[Show appointment criteria deficiency with explanation]

You have the option of appealing our decision, or you may resubmit your application with additional information at any time. Should you chose to exercise your right of appeal, you may contact **[APC and phone number]**, and request that an Appeal Panel be convened. You must exercise this option within 60 days of the date of this letter.

Thank you for your interest in the designee program.

Sincerely,

[Manager's Name]
[Appointing Office]

FIGURE 6. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DER CANDIDATE - COMPANY

U.S. Department
of Transportation

**Federal Aviation
Administration**

[Date]

[Company's Name]
[Company's Address]

Dear **[Applicant's Name]**:

The FAA has reviewed the application of **[Mr./Ms. Candidate]** for appointment as a **[Discipline]** Designated Engineering Representative (DER). The Los Angeles Aircraft Certification Office is not acquainted with **[Mr./Ms. Candidate]**. One of the Order 8100.8 requirements for appointment is that the individual has worked with and contacted the FAA for a minimum of one year. However, during this initial period, we are pleased to select **[Mr./Ms. Candidate]** as a "DER Candidate." This status confers no official FAA delegation of authority and should not be construed as implying that the FAA will at any time in the future appoint him/her as an FAA DER. In addition, **[Mr./Ms. DER's mentor name]** has been appointed to act as **[his/her]** DER mentor during this time.

The "DER Candidate" status means that the FAA has formally taken notice of his desire to be a DER and will, therefore, as part of his training process, review his certification activity and data submittals for acceptability in accordance with FAA DER Performance Standards. **[Mr./Ms. Candidate],** as a DER candidate, should prepare the FAA Form 8110-3, Statement of Compliance with the Federal Aviation Regulations, review the compliance data and provide concurrence by adding the following note in the title box on Form 8110-3, "The above data have been reviewed by DER Candidate (printed name and signature of candidate and date)." The data package will then be submitted to **[Mr./Ms. DER's mentor name], [DERTXXXXXXNM]**,for his review and approval on the Form 8110-3. The FAA will notify your DER of **[Mr./Ms. Candidate]** status and will periodically request the DER's comments on the acceptability of the candidate's submittals. The objective of the DER Candidate Program is to provide the candidate an opportunity to learn to function as an FAA DER and thereby provide the basis for a DER appointment.

The specific technical specialty area our evaluation will cover in accordance with the authorized Regulations, delegated functions and authorized areas of FAA Order 8110.37, Designated Engineering Representatives (DER) Guidance Handbook [Insert latest revision] are as follows:

FIGURE 6. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DER CANDIDATE - COMPANY (CONTINUED)

Designated Engineering Representative Candidate **[Consultant or Company]** - **[Discipline(s), i.e., Structures, Systems & Equipment, Propulsion, Flight Test]**
Authorized Regulations: **[i.e., CFR 23, CFR 25, CFR 27, etc.]**
Delegated Functions and Authorized Areas per Order 8110.37**[insert latest revision]**, Appendix 2 Charts: **[i.e., Chart A, Chart B, Chart C1, Chart H, as appropriate, listing authorized area(s) under each chart].**

We are providing **[him/her]** with a copy of Order 8110.37**[Insert latest revision]** for **[his/her]** use and guidance in learning the functions and responsibilities of the FAA DER System and an initial supply of Form 8110-3, Statement of Compliance with the Federal Aviation Regulations. If **[Mr./Ms. Candidate]** has any questions with respect to these delegations, the initial contact should be with **[his/her]** FAA Advisor, **[Name]**, **[Phone]**.

The FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, Orders, Notices, Advisory Circulars, and Airworthiness Directives through FedWorld. FedWorld is an electronically accessible information database maintained by the National Technical Information Service, an agency of the U.S. Department of Commerce. Connection to FedWorld may be made by modem or Internet. FAA order 8110.37 contains instructions on accessing FedWorld. This information and other related regulations and policy may be reviewed through your appointing ACO or may be purchased from the U.S. Government Printing Office or U.S. Government Bookstores.

As a newly appointed DER candidate, **[Mr./Ms. Candidate]** is required to attend our two day DER Standardization Seminar within the first year of **[his/her]** appointment as a DER candidate. This seminar is usually given in July and this year will be on **[Give date and location]**.

In addition, the FAA schedules a yearly DER recurrent seminar which we request our DER's and DER candidates to attend at least of once every two years. This request is to assure our DER's keep current with our policies and procedures as part of our DER oversight and consists of a one day general session and a one day technical breakout session. Scheduled dates and registration procedures for both of those seminars may be obtained from the DER's FAA Advisor.

Sincerely,

[Manager's Name]
[Appointing Office]

FIGURE 7. SAMPLE NOTIFICATION OF APPOINTMENT AS A DER

U.S. Department
of Transportation

**Federal Aviation
Administration**

[Date]

[Applicant's Name]
[Applicant's Address]

Dear **[Applicant's Name]**:

This will advise you of the action we have taken pursuant to your application for appointment as an Federal Aviation Administration (FAA) Designated Engineering Representative (DER).

The application package which you submitted on **[Date]**, has been reviewed in conjunction with 14 CFR part 183 and the knowledge acquired through our personal association with you on recent certification programs. We have found that you have adequate technical competence and the necessary knowledge of pertinent regulations and certification procedures to permit you to make certain findings for the FAA as a DER.

Accordingly, we are pleased to advise that you are hereby appointed as a DER for the FAA in the following capacity:

Designated Engineering Representative **[Consultant or Company] - [Discipline(s), i.e. Structures, Systems & Equipment, Propulsion, Flight Test]**
Authorized Regulations: **[i.e., CFR 23, CFR 25, CFR 27, etc.]**
Delegated Functions and Authorized Areas per Order 8110.37**[Insert latest revision]**, Appendix 2 Charts: **[i.e., Chart A, Chart B, Chart C1, Chart H, as appropriate, listing authorized area(s) under each chart.]**

As evidence of this appointment, a "Certificate of Designation," FAA Form 8000-5, and a wallet sized reproduction for identification purposes have been prepared for you and are enclosed.

This appointment authorizes you, within the scope of your specific authority to assume certain responsibilities of the FAA for finding that type design data for a particular product are in compliance with applicable airworthiness requirements. Your personal authority can, with mutual agreement, be extended to other specific areas and functions where your assistance as a DER might be appropriate and desirable. Part 183 prescribes the duration of DER appointments as one year and provides for annual renewals at the Administrator's discretion.

FIGURE 7. SAMPLE NOTIFICATION OF APPOINTMENT AS A DER (CONTINUED)

To simplify our office procedures, your initial appointment is effective on this date and will be reviewed for renewal on **[Date]** and annually thereafter to determine that your performance has been satisfactory and that there is a continued need by the FAA for your service as a DER.

We are also enclosing a copy of FAA Order 8110.37, Designated Engineering Representative (DER) Guidance Handbook. It has been prepared to furnish information and guidance for designees in order to assist them in performing their designee activities in the most effective manner for the benefit of themselves, their employer, and the FAA. We ask that you give particular attention to pertinent instructions in this document, including the instructions regarding preparation and submittal of Form 8110-3 and the guidelines in Appendix 1, Limitations of Engineering Designee Functions, and the charts in Appendix 2 showing the delegated functions and authorized areas for each engineering designee category. Your particular authority is described in the third paragraph of this appointment letter.

We are enclosing a small supply of FAA Form 8110-3 to be used to advise us of the technical data you approve as a DER. You are authorized to make copies of this form.

The FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, Orders, Notices, Advisory Circulars, and Airworthiness Directives through FedWorld. FedWorld is an electronically accessible information database maintained by the National Technical Information Service (NTIS), an agency of the U.S. Department of Commerce. Connection to FedWorld may be made by modem or Internet. FAA Order 8110.37, contains instructions on accessing FedWorld. This information and other related regulations and policy may be reviewed through your appointing ACO or may be purchased from the U.S. Government Printing Office or U.S. Government Bookstores.

Because it is difficult to assure that each of our DER's has been provided with all the information needed, we encourage your close and frequent contact with our office regarding any questions you may have with respect to DER operations or procedures or when you believe that any FAA instructions to DER's should be expanded or clarified. From our standpoint, we will take every opportunity to meet with you or otherwise assist you in the performance of your authorized functions. We will always welcome your comments and suggestions for the betterment of the DER program in general or your own activities in particular.

If you have any questions with respect to these delegations, the initial contact should be with your FAA Advisor, **[Name]**, **[Phone]**.

As a newly appointed DER, you are required to attend our two-day FAA DER Standardization Seminar within the first year of your appointment. This seminar is usually given in July, and this year will be **[Give date and location]**.

FIGURE 7. SAMPLE NOTIFICATION OF APPOINTMENT AS A DER (CONTINUED)

The FAA also schedules a yearly DER Recurrent Seminar for each engineering discipline. DER's appointed by the Los Angeles Aircraft Certification Office are required to attend the appropriate Recurrent Seminar, consisting of a one-day general session and a one-day technical breakout session, at least once every two years. This requirement is to assure DER's keep current with FAA policies and procedures as part of the FAA DER oversight. Please contact your FAA Advisor for seminar dates and registration procedures.

Sincerely,

[Manager's Name]
[Appointing Office]

FIGURE 8. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DER CANDIDATE - CONSULTANT

U.S. Department
of Transportation

**Federal Aviation
Administration**

[Date]

**[Consultant/Small Company]
[Name and Address]**

Reference: **[Letter Requesting DER Appointment]**

Dear **[Mr./Ms. Applicant's Last Name]**:

Nomination of a New **[Discipline]**
Designated Engineering Representative (DER) Candidate

One of the Los Angeles Aircraft Certification Office's requirements for appointment as a DER is that the individual has recently worked with the FAA for a minimum of one year in making compliance findings to the regulations. The FAA has reviewed your application for appointment as a **[Discipline]** DER and at this time we do not consider that you have met the requirement.

However, during this initial period, we are pleased to appoint you as a "DER Candidate." This status confers no official FAA delegation of authority and should not be construed as implying that the FAA will at any time in the future appoint you as an FAA DER. In addition, **[Mr./Ms. DER's mentor name]**, has been appointed to act as your DER mentor during this time.

The "DER Candidate" status means that the FAA has formally taken notice of your desire to be a DER and will, therefore, as part of the training process, review your certification activity and data submittals for acceptability. The data submittal is to be accompanied by a signed and properly completed DER Candidate Statement of Compliance Form, in addition to a completed Form 8110-3 signed by **[Mr./Ms. DER's mentor name], [DERT-XXXXXX-NM]**. The FAA will notify your DER of your candidate status and will periodically request the DER's comments on the acceptability of your submittals. The objective of the DER Candidate Program is to provide the candidate an opportunity to learn to function as an FAA DER and thereby provide the basis for a DER appointment.

FIGURE 8. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DER CANDIDATE - CONSULTANT (CONTINUED)

The specific technical specialty area our evaluation will cover in accordance with the authorized regulations, delegated functions and authorized areas of Order 8110.37 **[Insert latest revision]** are as follows:

Designated Engineering Representative Candidate - **[Consultant or Small Company] -**

[Discipline(s), i.e. Structures, Systems & Equipment, Propulsion, Flight Test]

Authorized Regulations: **[i.e., CFR 23, CFR 25, CFR 27, etc.]**

Delegated Functions and Authorized Areas per Order 8110.37 **[Insert latest revision]**, Appendix 2

Charts: **[i.e., Chart A, Chart B, Chart C1, Chart H, as appropriate, listing authorized area(s) under each chart].**

We are providing a copy of Order 8110.37 **[Insert latest revision]** for your use and guidance in learning the functions and responsibilities of the FAA Designated Engineering Representative (DER) System and an initial supply of DER Candidate Statement of Compliance Forms.

If you have any questions with respect to these delegations, the initial contact should be with your FAA Advisor, **[Name]**, **[Phone]**.

The FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, Orders, Notices, Advisory Circulars, and Airworthiness Directives through FedWorld. FedWorld is an electronically accessible information database maintained by the National Technical Information Service (NTIS), an agency of the U.S. Department of Commerce. Connection to FedWorld may be made by modem or Internet. FAA Order 8110.37B, pages 27-28, contain instructions on accessing FedWorld. This information and other related regulations and policy may be reviewed through your appointing ACO or may be purchased from the U.S. Government Printing Office or U.S. Government Bookstores.

As a newly appointed DER candidate, you are required to attend our two-day FAA DER Standardization Seminar within the first year of your appointment. This seminar is usually given in July and this year will be held on **[Give date and location]**.

FIGURE 8. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DER CANDIDATE - CONSULTANT (CONTINUED

The FAA also schedules a yearly DER Recurrent Seminar for each engineering discipline. DER's appointed by the Los Angeles Aircraft Certification Office are required to attend the appropriate Recurrent Seminar, consisting of a one-day general session and a one-day technical breakout session, at least once every two years. This requirement is to assure DER's keep current with FAA policies and procedures as part of the FAA DER oversight. Please contact your FAA Advisor for seminar dates and registration procedures.

Sincerely,

[Manager's Name]
Manager, **[Branch or ACO, whichever is appropriate]**

Enclosure

cc: ANM-103L, **[Applicable branches]**
File: 8107 **(Candidate's last name]**

FIGURE 9. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DAR CANDIDATE

U.S. Department
of Transportation

Federal Aviation Administration

[Date]

[Applicant's Name]
[Applicant's Address]

Dear **[Applicant's Name]**:

The Federal Aviation Administration (FAA) has reviewed your application for appointment as a DAR. One of the FAA's requirements for appointment is that individuals must have worked with the FAA for a minimum of two years. Since you have not worked with the FAA, we are not able to appoint you as a DAR at this time. However, since you do possess the technical qualifications to perform as a DAR we are able to appoint you as a "DAR Candidate".

This status as a DAR candidate confers no official FAA delegation of authority and should not be construed as a guarantee of future appointment. However, if after successfully completing the DAR candidacy period there is still an FAA need, you may then be appointed as a FAA DAR.

You will be required to demonstrate to an FAA mentor, through actual demonstration and evaluation, the ability to make airworthiness certification determinations on a product of the type and complexity for which the authorization is sought.

As part of your training you will be required to:

a. Accompany and assist your assigned mentor during a minimum of three inspections of an ongoing Type Certification or Supplemental Type Certification program; and

b. Accompany and assist your assigned advisor during inspections leading to the issuance of an original airworthiness certificate.

As a DAR Candidate you will not be allowed to charge any service fees since you will not be acting in an official capacity as an FAA DAR. Additionally, the FAA reserves the right to cancel the candidacy period at any time without further consideration.

As a newly appointed DAR candidate, you are required to attend the next available Initial Designee Standardization Seminar. This three day seminar is held in Oklahoma City, Oklahoma and familiarizes attendees with FAA administrative procedures, methods and practices in the interest of standardization.

FIGURE 9. SAMPLE NOTIFICATION OF IDENTIFICATION AS A DAR CANDIDATE (CONTINUED)

We are providing you with a copy of FAA Order 8130.28, Airworthiness Designee Management Program for your use and guidance in learning the functions and responsibilities of an FAA DAR. Additionally, The FAA provides regulatory material and many current FAA publications such as safety data, airworthiness regulations, Orders, Notices, Advisory Circulars, and Airworthiness Directives through FedWorld. FedWorld is an electronically accessible information database maintained by the National Technical Information Service, an agency of the U.S. Department of Commerce. Connection to FedWorld may be made by modem or Internet. FAA Order 8130.28 contains instructions on accessing FedWorld. This information and other related regulations and policy may be reviewed through your appointing office or may be purchased from the U.S. Government Printing Office or U.S. Government Bookstores.

If you have any questions you may contact **[Mr./Ms. Mentor's Name]** who has been assigned as your FAA mentor during your candidacy period. **[Mr./Ms. Mentor's Name]** can be reached at **[Mentor's Phone #]**.

Sincerely,

[Manager's Name]
[Appointing Office]

FIGURE 10. SAMPLE NOTIFICATION OF APPOINTMENT AS A DMIR/DAR/ODAR

U.S. Department
of Transportation

Federal Aviation Administration

[Date]

[Applicant and/or Company's Name]
[Applicant and/or Company's Address]

Dear **[Applicant and/or Company's Name]**:

We are pleased to inform you that your appointment as a **[Insert type of designee]** per Title 14 of the Code of Federal Regulations (14 CFR) section **[Insert appropriate section of the CFR, e.g., 183.31(a)(1)(2)]** has been approved. This letter serves as your Certificate of Authority. This Certificate of Authority should be retained for your use and should be safely filed where it is available to you and the FAA. Your FAA Form 8000-5, Certificate of Designation, is also enclosed and should be displayed in your office. In addition, a wallet-sized reproduction is enclosed for identification purposes.

DESIGNATION CERTIFICATE NUMBER: [Insert number, e.g., DMIR-123456-CE]
FIXED BASE OF OPERATION: [Insert appropriate designee or company address]
DATE OF DESIGNATION: [Insert date of initial appointment/renewal]
DESIGNATION EXPIRATION: [Insert date]
AUTHORIZED FUNCTIONS AND LIMITATIONS: This authorization is subject to certain functions and limitations as described below:

[If there are no limitation noted, the word "none" should be recorded]

(The following are examples of functions and limitations delegated to a DMIR)

PAH	FUNCTIONS AUTHORIZED
ABC Aircraft Co. 711 World Way Palomino, CA 00000	Function Code 06 - Conduct conformity inspections to determine that production products and related parts conform to the approved type design and are in a condition for safe operation. 14 CFR section 183.31(b)(2)
Acme Aircraft 75 Alfred Dr. Union City, NJ 00000	Function Code 03 – Export Class II and III products only. 14 CFR section 183.31(a)(2)

(The following are examples of functions and limitations delegated to a DAR/ODAR. If there are no limitations cited, then the word "none" should be recorded.)

1. Function Code 08 – Issue original standard airworthiness certificates for U.S.-registered aircraft and original airworthiness approvals for engines, propellers, parts, and appliances that conform to the approved design requirements and are in a condition for safe operation.

Page 1 of 2

FIGURE 10. SAMPLE NOTIFICATION OF APPOINTMENT AS A DMIR/DAR/ODAR (CONTINUED)

2. Function Code 18 - Issue original export airworthiness approvals for Class I products in accordance with 14 CFR, part 21, subpart L.

LIMITATIONS: Only those aircraft produced under ABC Airplane Company production certificate # 1234, dated March 1, 1997 and production limitation record dated January 7, 1998.

**********NOTHING FOLLOWS**********

This authorization will expire on **[Insert date]** unless a written request for renewal is submitted to the Manufacturing Inspection District Office. Your designation may be renewed at any time prior to the expiration date for an additional period of **[Insert time frame]**. Designee appointments are evaluated prior to renewal for proper performance, activity, and determination of FAA need.

Sincerely,

[Manager's Name]
[Appointing Office]

Enclosures

Page 2 of 2

FIGURE 11. SAMPLE FAA FORM 8000-5, CERTIFICATE OF DESIGNATION (REDUCED SIZE)

U.S. Department of Transportation

Federal Aviation Administration

Certificate of Designation

Reposing special trust and confidence in the integrity, diligence, and discretion of

JANE S. SMITH

who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as

DESIGNATED AIRWORTHINESS REPRESENTATIVE

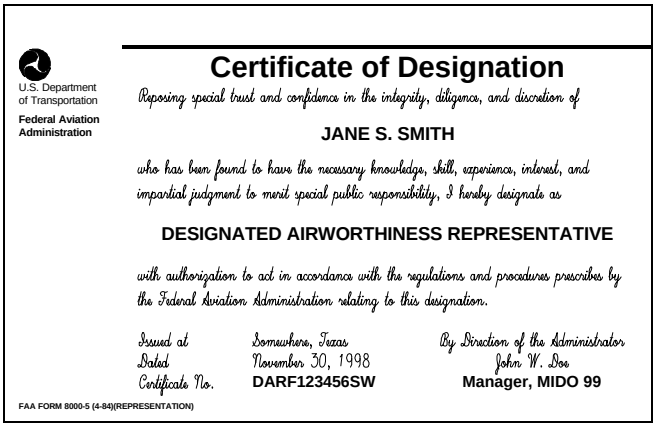
with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.

Issued at Somewhere, Texas
Dated November 30, 1996
Certificate No. **DARF123456SW**

By Direction of the Administrator
Fred Parker
Manager, MIDO 99

FAA FORM 8000-5 (4-84)(REPRESENTATION)

FIGURE 12. SAMPLE FAA FORM 8000-5, CERTIFICATE OF DESIGNATION (WALLET SIZE REPRODUCTION FOR IDENTIFICATION PURPOSES)



U.S. Department of Transportation
Federal Aviation Administration

Certificate of Designation

Reposing special trust and confidence in the integrity, diligence, and discretion of

JANE S. SMITH

who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as

DESIGNATED AIRWORTHINESS REPRESENTATIVE

with authorization to act in accordance with the regulations and procedures prescribes by the Federal Aviation Administration relating to this designation.

Issued at	*Somewhere, Texas*	*By Direction of the Administrator*
Dated	*November 30, 1998*	*John W. Doe*
Certificate No.	**DARF123456SW**	**Manager, MIDO 99**

FAA FORM 8000-5 (4-84)(REPRESENTATION)

U.S. Department
of Transportation
Federal Aviation Administration

Directive Feedback Information

Please submit any written comments or recommendations for improving this directive, or suggest new items or subjects to be added to it. Also, if you find an error, please tell us about it.

Subject: Order _____8100.8_____

To: Directive Management Officer, AIR-520

(Please check all appropriate line items)

ÿ An error (procedural or typographical has been noted in paragraph _____ on page _____.

ÿ Recommend paragraph _____ on page _____ be changed as follows: *(attach separate sheet if necessary)*

ÿ In a future change to this directive, please include coverage on the following subject *(briefing describe what you want added):*

ÿ Other comments:

ÿ I would like to discuss the above. Please contact me.

Submitted by: _____ Date: _____

FTS Telephone Number: _____ Routing Symbol: _____

FAA Form 1320-19 (8-89)